

WARRANT FOR

ANNUAL TOWN MEETING

June 22, 2020

7:00 P.M.

Hale Middle School

55 Hartley Road

With

ANNUAL TOWN ELECTION

June 27, 2020

10:00 A.M. TO 4:00 P.M.

Center School

403 Great Road

**PLEASE VOTE IN TOWN ELECTION BY MAIL – BALLOT
APPLICATION INSIDE**



Annual Town Report of Officers and Committees available at Town Building, Police Station, and Randall Library. However, due to building closures, it is recommended the report be accessed via the Town website.

**PLEASE BRING TO TOWN MEETING
THIS IS YOUR ONLY COPY**

Anyone with a disability requiring special arrangements for Town Meeting should contact Town Clerk Linda Hathaway at (978) 897-5034 by 4 p.m. on Monday, June 15, 2020.

Note: Due to the 2020 COVID-19 Epidemic, the Board of Selectmen voted to change the dates of the 2020 Annual Town Meeting and Election.

On March 24, 2020, the Stow Board of Selectmen voted to postpone the Annual Town Meeting from May 4, 2020 to June 22, 2020; pursuant to MGL Chapter 39, Section 9.

On March 24, 2020 the Stow Board of Selectmen voted to postpone the Annual Town Election from May 12, 2020 to June 27, 2020; pursuant to Section 1 of Chapter 45 of the Acts of 2020 and because of the state of emergency declared by the governor pursuant to executive order 591, Declaration of a State of Emergency to Respond to COVID-19.

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INTRODUCTION TO THE FINANCE COMMITTEE

Every Town in Massachusetts with a property valuation of over \$1 million is required by state law, MGL Ch. 19, Sect 16, to have a Finance Committee that shall “consider any or all municipal questions for the purpose of making reports or recommendations to the Town.” According to the Department of Local Services (DLS), the Finance Committee is “the official fiscal watchdog for a Town. Because it is difficult for all taxpayers to be completely informed about every aspect of a Town’s finances, the Finance Committee was established so a representative group of taxpayers could conduct a thorough review of municipal finance questions on behalf of all citizens.”

With this in mind, the Finance Committee’s primary responsibility is advisory, to examine the budget and all other warrant articles and make recommendations to the voters on each article. It also administers the Reserve Fund to provide for urgent and unforeseen expenditures that might arise between Town meetings. Lastly, although it is not required in our Charter, the Finance Committee Annual Report provides the Voters with an overview of the Town’s financial condition.

In Stow, the Moderator appoints five voting members and up to five associate members to the Finance Committee. Any voter registered in Stow is eligible to join. As of the publication date, there are five voting members and zero associate members on the committee.

WHAT IS PROPOSITION 2 1/2?

Key to understanding any Massachusetts Municipal budget is possessing a working knowledge of Proposition 2 ½. One of the most confusing concepts of municipal taxation legislative initiative was enacted in 1980 to limit the increases of property taxes in Massachusetts. Proposition 2 ½ has performed its tax limiting function since then in the following manner.

- 1) A community cannot raise more than 2 ½ % of last year's levy limit plus new growth or override or debt exclusion amounts. A community therefore must live within the increases prescribed by Proposition 2 ½ or a community can choose to attempt to pass an override or debt exclusion by successful voting at the polls. This gives voters control over how much property tax they are willing to pay.
- 2) A community cannot raise more in taxes than an amount greater than 2 ½ % of the total community value. This is known as the levy ceiling. Even a tax override cannot exceed this amount. A community is therefore bound by two “2 ½’s” – 2 ½% of last years levy limit or if a community is nearing its levy ceiling, an amount no greater than 2 ½ % of the total community value (also known as the town-wide valuation which is the sum of valuations for all the Single Family Home in Stow).

This report will revisit Proposition 2 1/2 through the analysis below and it will important to when reading the conclusion and recommendations below.

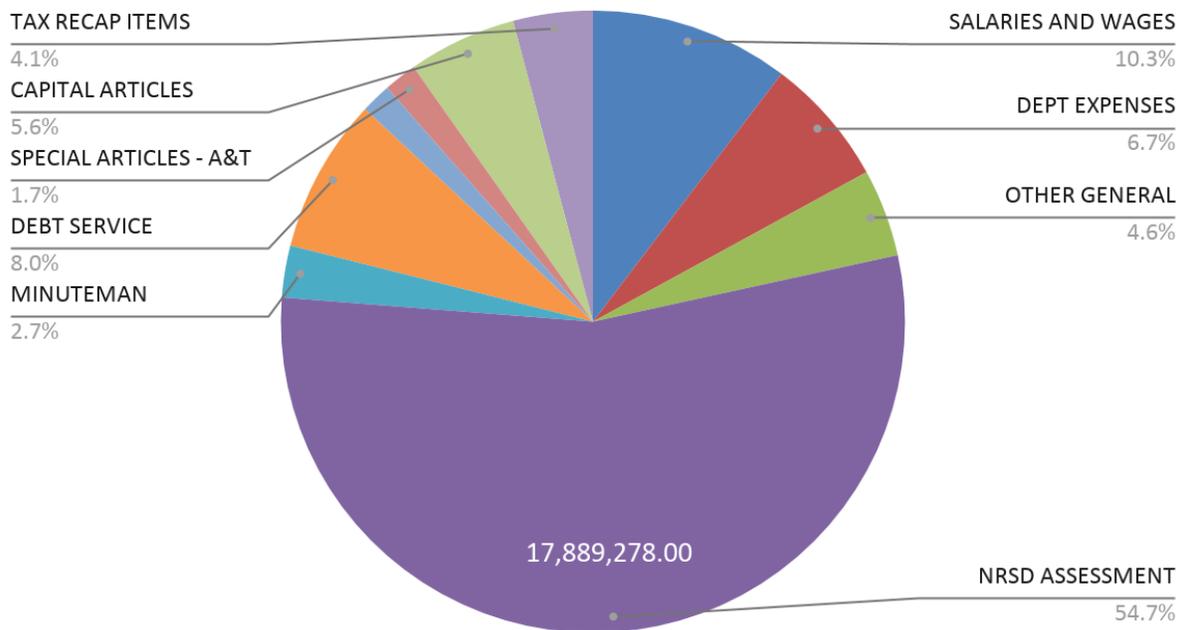
The Finance Committee has reviewed the proposed Town of Stow (“Town” or “Stow”) budget and warrant the upcoming fiscal year, which runs from July 1, 2020 through June 30, 2021 (“FY21”).

FISCAL YEAR 2020 BUDGET ANALYSIS PREVIEW

Although Fiscal Year 2020 (“FY20”) does not close until June 30th this year, it is instructive to understand the FY21 Recommended Budget and Warrant by looking at the current fiscal year’s budget to compare and contrast. Note that the Finance Committee does not know the complete actual FY20 Fiscal data yet because the Finance Committee focuses on the recommended Budget analysis and NOT day-to-day operational finance which is the purview of the Town Administrator and the Board of Selectmen.

With this in mind, the FY20 Voted Budget was a remarkable one in terms of spending. Approved by the voters last May at Annual Town Meeting (ATM), the FY-20 Voted Budget contained total expenditures of \$32,721,010, representing 7.38% INCREASE above FY-19.

FY20 BUDGETED EXPENDITURES



The significant budget drivers are:

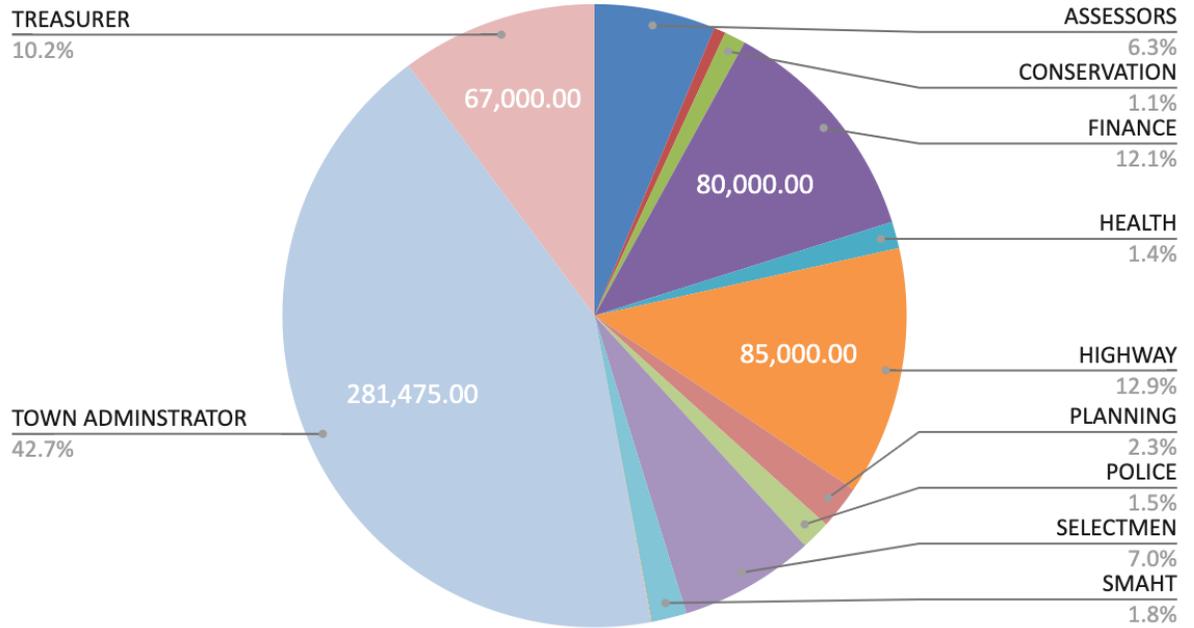
- 1) The General Municipal Budget is funded at \$7,057,356 representing a 2.48% increase above the FY19.

The Budget Drivers for this Municipal budget line item are:

- The wage and expense funding requests of all town departments include a 2.8% Cost of Living Adjustments (COLA), and any required employee wage step increases. There were NO recommended new hires.
- The Town’s property and casualty insurance budget is increasing by 4.5% and the employee group insurance budget is increasing 4%. Comparatively speaking, these are better than expected increases.

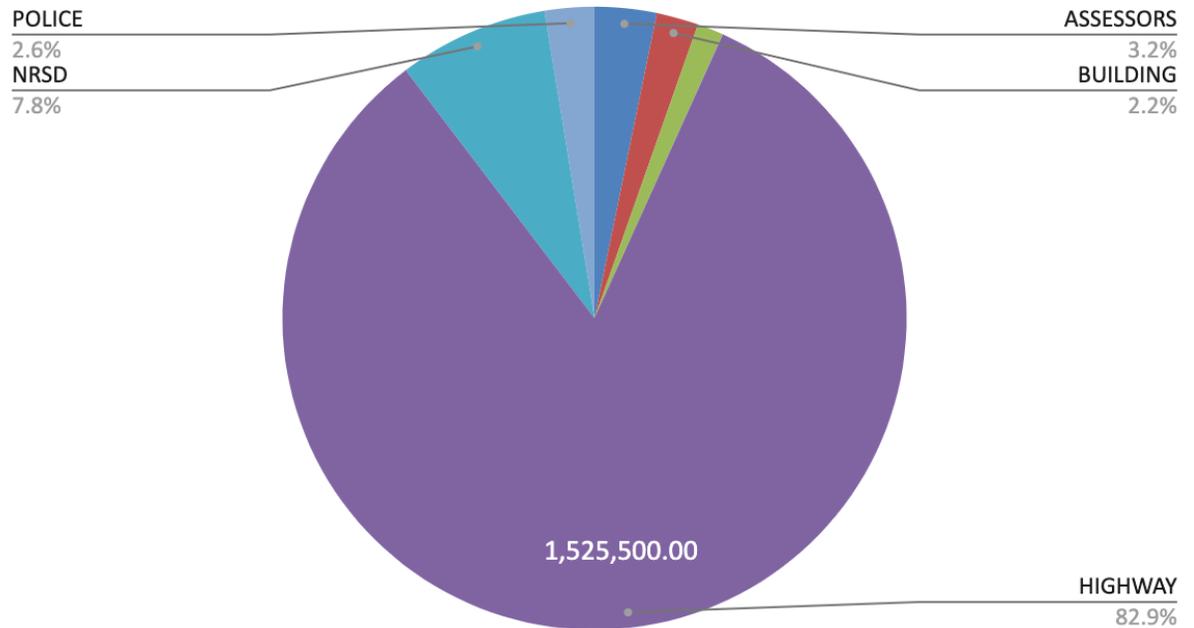
- Several departments in the FY20 recommended budget show a net budget DECREASE in FY-20. Most notably, the Cemetery Department DECREASED by 30% (or \$34,178). Also, the Recreation budget DECREASED by 6.6% as more budget expenses are shifted to their revolving fund.
2. Nashoba Regional School District Assessment – The single largest Town budget item of \$17,889,278 was approved and DECREASED slightly in FY-20. The reduction was from both a total NRSD budget increase of only 2.99%, and a lesser increase in Stow student growth than the other two NRSD towns.
 3. Minuteman Regional School District Assessment – The proposed Minuteman assessment of \$881,595 represents a significant INCREASE of 21.2% above FY-19. The Budget Driver for this Municipal budget line item is the bond of new Vocational Debt. (Enrollment was about the same as this FY20).
 4. Debt Payment Budget – the Voted estimated annual debt payment of \$2,627,933 is an INCREASE of 8.43% above FY-19. The Budget Drivers for this Municipal budget line item are:
 - The primary increase relates to the full principle and interest payments of the Pompositticut Fire Station/Community Center beginning in FY-20.
 - Beginning in FY-2021, the Town will benefit from a DECREASE in our annual debt payment with the retirement of the Hale School debt of \$744,494. After accounting for the loss of the annual MSBA Hale School contribution of \$542,576, we net \$201,918 in total annual debt budget savings. However, since both debt exclusion questions for the Fire truck and Town Building HVAC system were approved at FY20 Annual Town Meeting, the total annual debt service payment will increase by approximately \$293,000.
 5. Raise and Appropriate Special Articles Budget – The Voted budget total amount of \$512,301 represents a 5.78% increase above FY-19.

FY20 BUDGETED SPECIAL ARTICLES - RAISE AND APPROPRIATE



5. Capital Articles Budget – The approved capital items that hit FY20 budget totaled \$1,839,810, representing a 322% increase above the FY-19 capital budget. The Budget

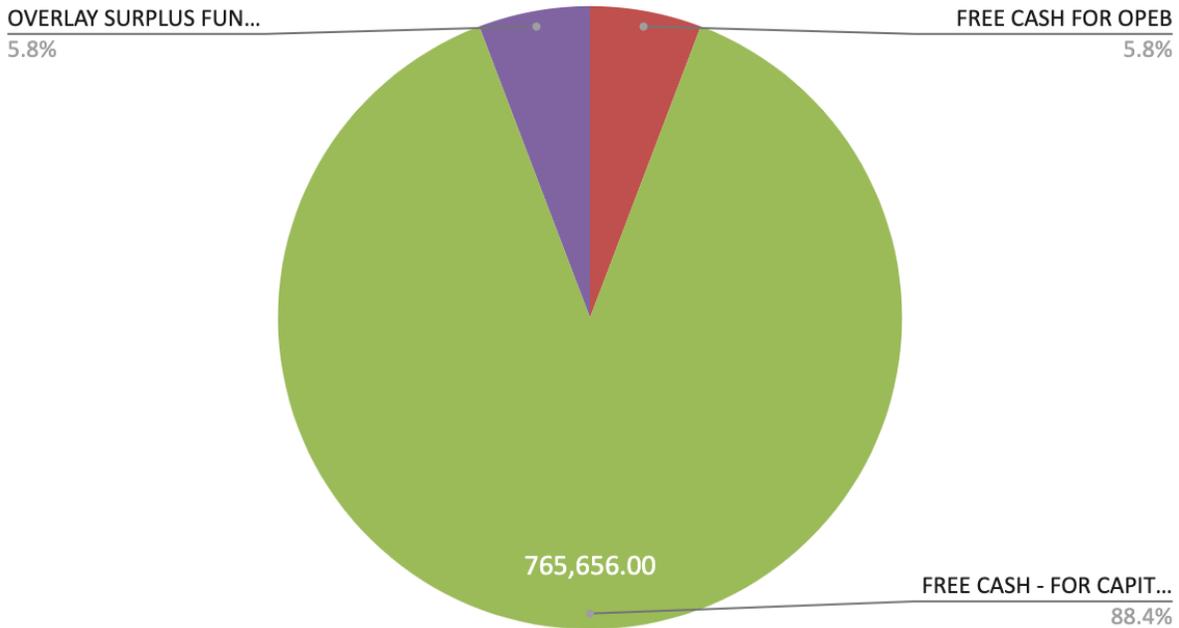
FY20 CAPITAL ITEMS



Drivers for this budget line item are:

- It is important to note that the Town voted to approve a much larger spending amount. The actual approved amount is \$3,314,810 representing 661% or a \$2,879,226 INCREASE over FY19. Included in this total are \$1,023,500 to complete the Lower Village Roadway Construction project, a new approximately \$850,000 HVAC system for the Town Building, \$625,000 new Fire Truck, \$175,000 for Roadway Resurfacing, a new \$135,000 Backhoe of the Highway Department, \$118,575 for Hale Improvements, and \$47,235 for the perennial Police Vehicle.
- However, not all the capital items hit the FY20 budget because the Voters approved to debt finance \$1,475,000 for the new Fire Truck and the Town Building HVAC replacement system. This amount does NOT impact the FY20 Budget but the amount will hit FY21 Budget as Debt Service when the debt is bonded.
- The Finance Committee concurred with the Town Administrator's recommended funding strategy so as not to completely draw down the Town's Stored Assets (also known as our "Savings" - the sum of Free Cash and Stabilization Fund). Nonetheless, \$1,093,500 of stored assets were applied to fund the Capital items including \$657,000 for Free Cash, \$436,000 from the Stabilization Fund.
- Further, \$175,000 in Overlay Surplus funds were appropriated but don't impact the FY20 Budget. (See the beginning of the Warrant for the Overlay Surplus Definition). Note that the transferred funds replenished the Highway Department's Chapter 90 roadway funds utilized in Fall of 2018 to supplement funding for the Lower Village construction project. This appropriation also is not an FY-20 budget transaction.
- For all the reasons mentioned above, the Finance Committee believes that voters should be cognizant that the approved FY20 capital spending of \$3,314,810 occurred despite only slightly more than half that amount impacting the FY20 Budget.

FY20 INCOME USED FOR CAPITAL OUTLAYS

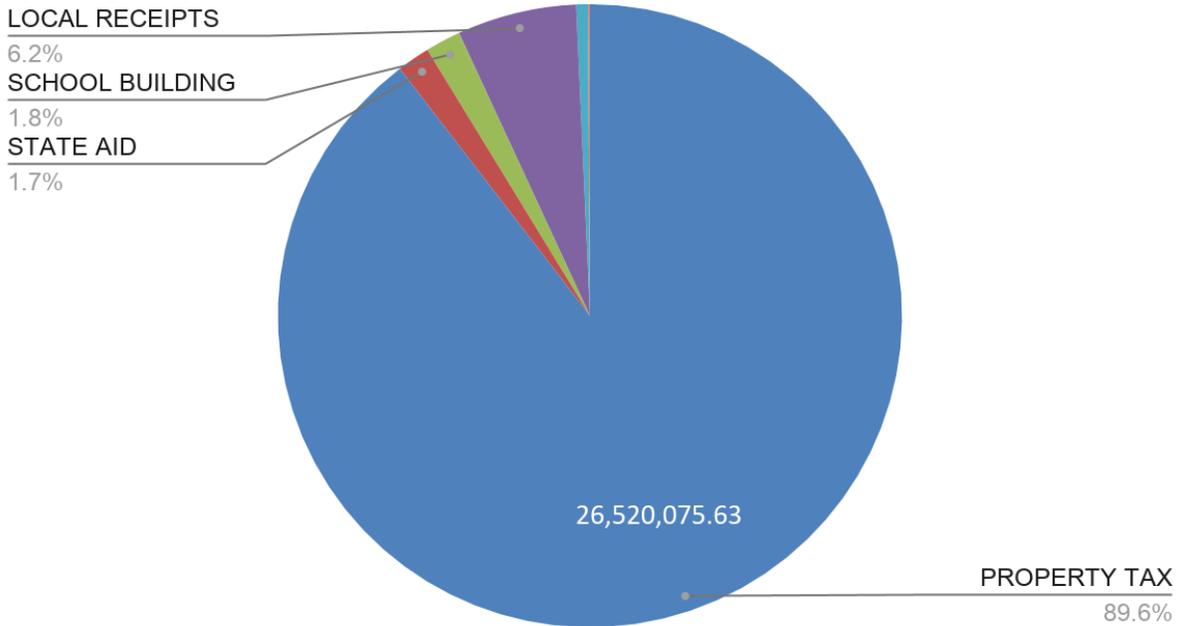


With respect to how the Stow residents pay for the spending, the estimated revenues totaled \$ 34,866,273.57 in FY-20. This amount is inclusive of the unused tax levy capacity of \$2,145,262.83 representing less than 1% increase compared to FY-19. (Reminder, the unused tax-levy capacity is how much more the Voters could assess in property taxes if it so chose without the need of a Proposition 2½ override vote.)

When the unused levy capacity is removed, the overall revenue necessary to balance the expenditures DECREASED by 1.4% or \$458,331 to \$32,721,010.74. In other words, the overall FY20 Budget is LESS than FY19 and means our Tax rate rose less than it could have grown.

The significant figures funding this estimated revenue total include \$27,776,047 in taxes allowed within the proposition two and one-half levy limit. Also within this total, is a projected new growth amount of \$684,000, which is the amount that the Assessors were predicting in new construction (or other physical additions to real property). This means the total FY-20 Levy Limit revenue amount represents a 5.59% INCREASE of \$1,486,075 above FY-19. In other words, the Voters could approve increasing taxes by another \$2,145,262.83 (the unused tax levy capacity)

FY20 INCOME USED FOR OPERATIONS



In summation, until Pandemic hit in late winter/early spring this year, the Town was on track to stay within the Budget expenditures and generate the forecasted Revenue. (It is noteworthy that, in any given year, the Town typically spends less than its budgeted expenses and generates more than its budget revenue resulting in a surplus that flows to the General Fund and becomes Free Cash. This amount transferred to Free Cash varies but it is usually enough to cover the typically \$500-700,000 Capital budget if that is how the Town Administrator and Board of Selectmen decide to apply the funds).

FISCAL YEAR 2021 PROPOSED BUDGET AND WARRANT ANALYSIS

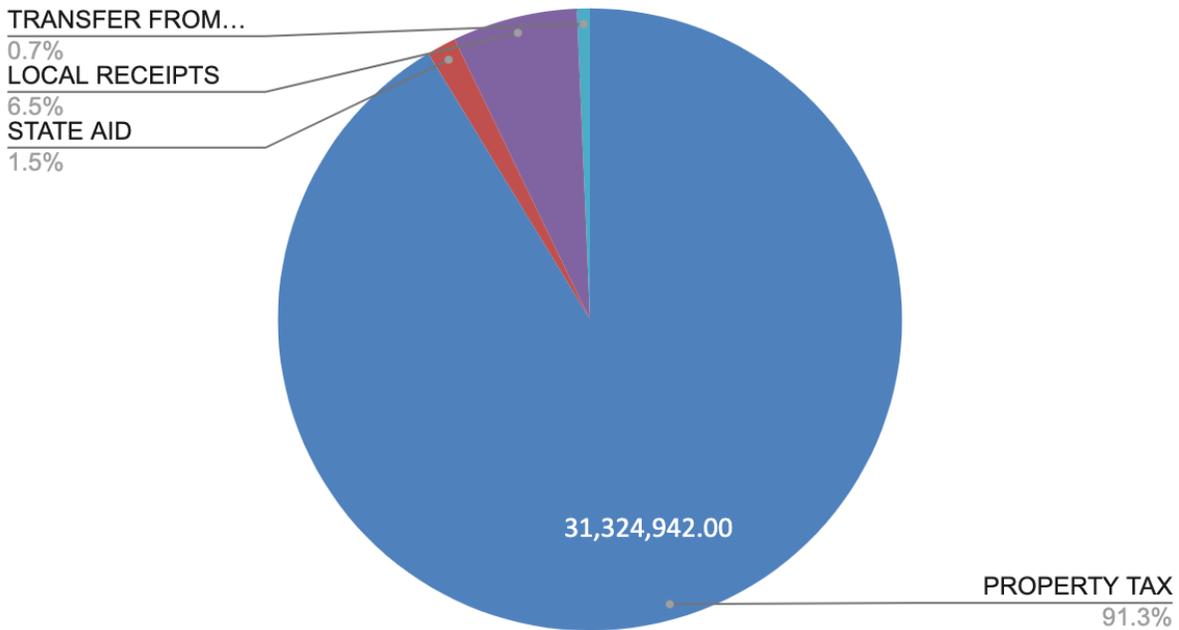
Despite the Pandemic induced economic slowdown and general uncertainty, there is risk that the Town will not receive the forecasted revenue it budgeted. Nonetheless, the Finance Committee believes that Town can continue to maintain a level services budget without requiring a Proposition 2 1/2 override or draining our Stored Assets. The Town Administrator has been running our Town finances and operations for 28 years and although we are hiring a new Town Administrator, William Wrigley, is budgeted to be a consultant to help with the administrative transition.

The Town's ability to balance the budget in recent years has been about making prudent decisions through prioritization rather than being constrained by a dearth of revenue or tax levy constraints. Evidence of this excellent financial situation is Stow has not needed a Prop 2 1/2 override in well over 10 ten years or longer to fund its operations or large expenditures such as capital items.

FISCAL YEAR 2021 REVENUE ESTIMATES

With respect to Town Revenue ESTIMATES, as noted above, new housing growth revenue and excise taxes have been significantly larger than historical norms in recent years. FY21 Budget revenues are no different recommended by the Town Administrator/Selectmen at \$35,113,620.54 inclusive of the excess tax levy.

RECOMMENDED FY21 INCOME USED FOR OPERATIONS



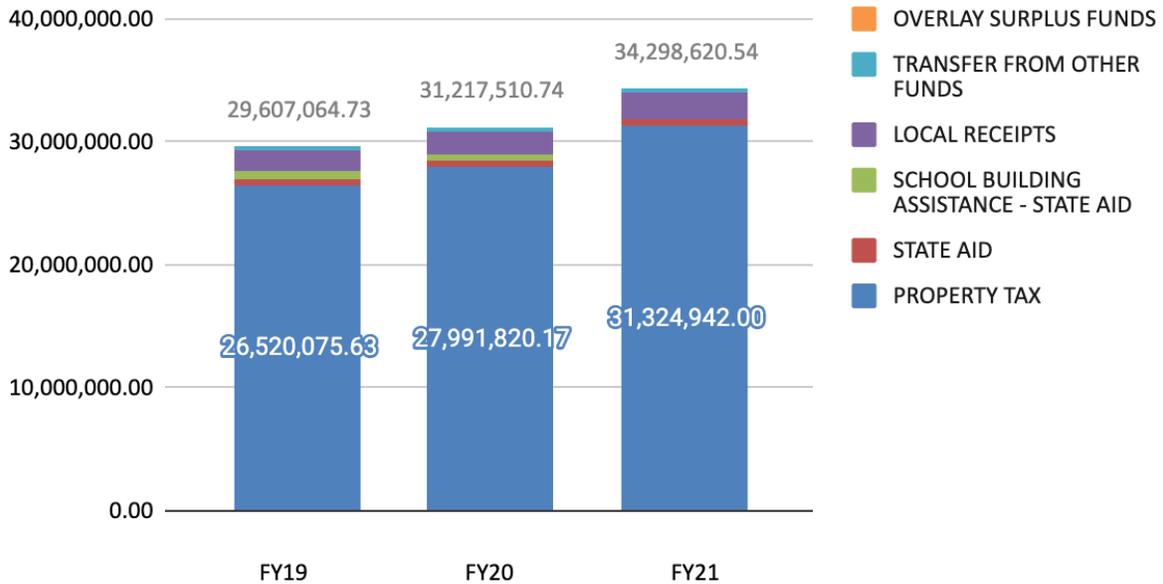
The significant figures contained in this estimated total include \$28,955,891 in taxes allowed within the proposition two and one-half levy limit. Within this total, a projected new growth revenue amount of \$350,000 which is the amount that the Assessors are currently predicting. This projected total FY-21 Levy Limit revenue amount represents a 3.75% increase above FY-20.

As of early May, the Town Administrator was estimating FY21 potential revenues totaling \$35,130,538 including unused levy capacity.

The significant figures contained in this estimated total include \$28,955,891 in Property taxes allowed (again, well within the proposition two and one-half levy limit). Within this total, the Town Administrator projects new growth revenue amount in line with the historical average of \$350,000. This projected total FY-21 Levy Limit revenue amount represents a 3.75% increase above FY-20.

INCOME FOR OPERATIONS

COMPARISON OF FY19, FY20, FY21 (Estimated)



With respect to estimated FY-21 total state aid revenues, \$519,604 is in the Governor’s proposed FY-2021 budget for the Town. Note that this could change down or up given that State’s reported Revenues are down this year due to the economic downturn; nonetheless, at 1.5% of the Genera budget, the Town would miss the funds but it will not put us in financial crisis.

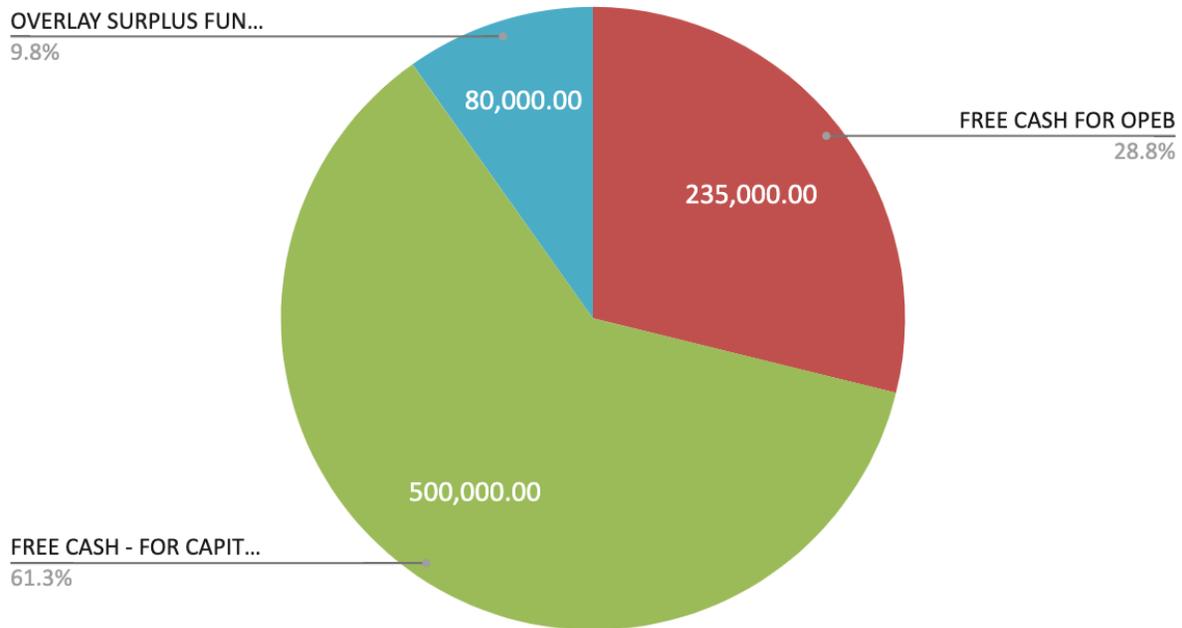
\$2,220,900 IS projected local receipt revenues for FY-21. This amount represents 6% less than the total local receipt revenues collected in FY-19 of \$2,362,996.

The Town Administrator/Selectmen recommend \$735,000 in free cash revenues in the FY-21 budget of which \$500,000 will be utilized to fund certain capital projects to be voted at the Annual Town Meeting in June, and \$235,000 is budgeted to the OPEB Trust Fund.

The town currently has a total of \$3,047,603 in stored assets. The proposed appropriation of Free Cash in FY-21 of \$735,000 will leave a total of \$2,312,603 in stored assets which will represent 7.12% of the recommended total FY-21 budget expenditures.

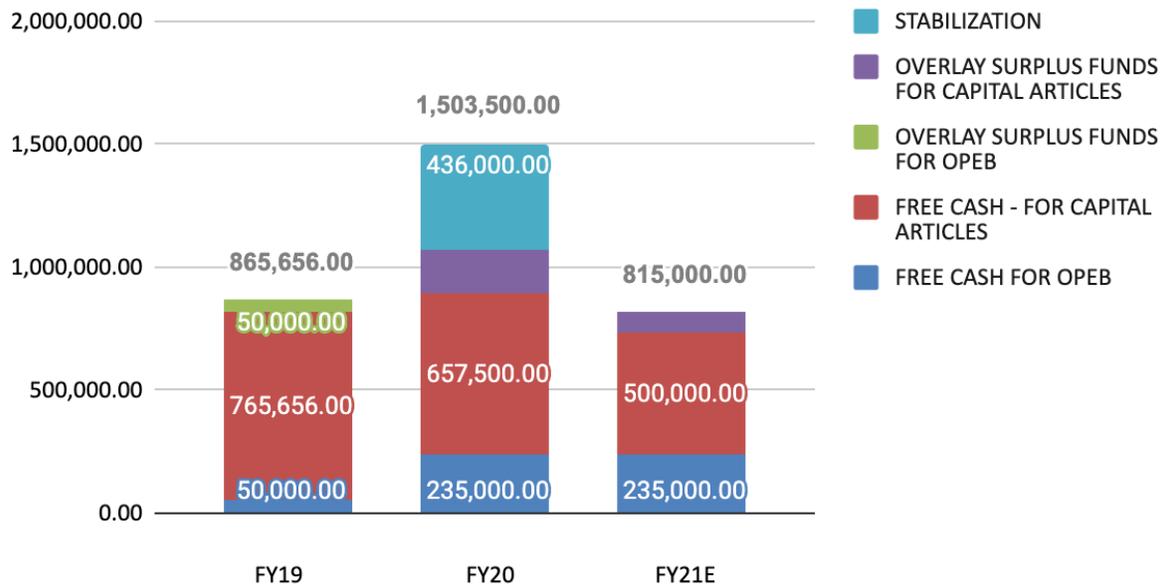
Also, \$80,000 in Overlay Surplus in the FY-21 budget is recommended to be appropriated as funding for capital projects.

RECOMMENDED FY21 INCOME USED FOR CAPITAL OUTLAYS



INCOME USED FOR CAPITAL

COMPARISON OF FY19, FY20, FY21 (Estimated)



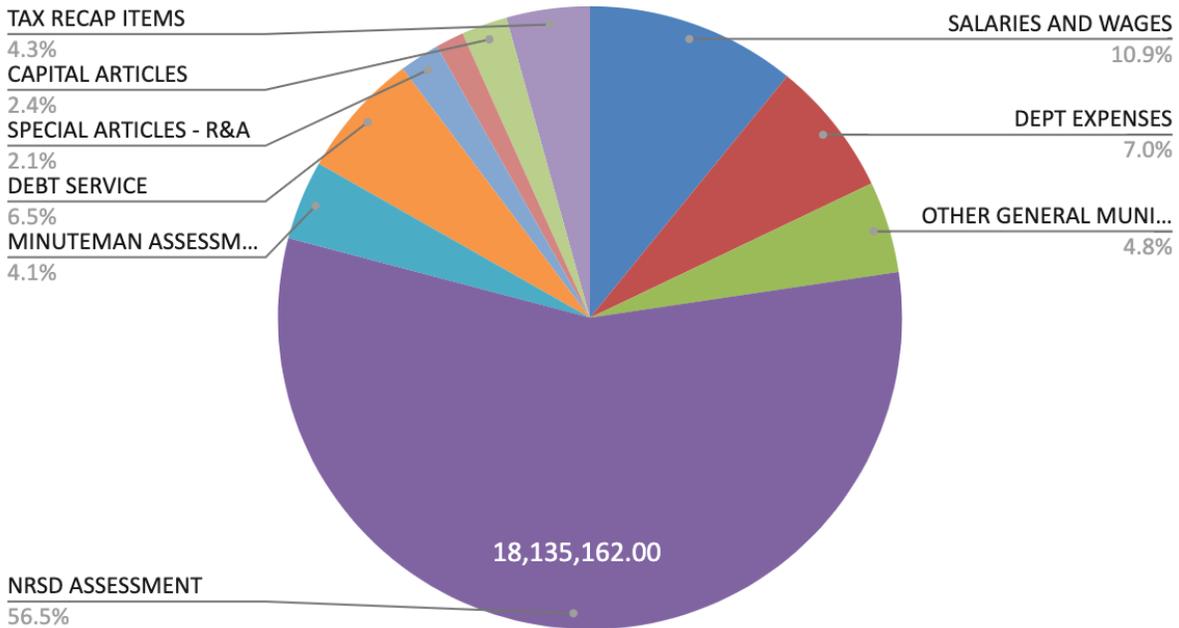
On the bottom line, this total FY-21 Recommended Budget shows an unused levy capacity of \$3,078,059 (i.e. budget surplus).

Historically, our structural undiversified tax base has been lamented by the Finance Committee since we get such a small amount of State Aid and non-property Tax revenue. However, considering over 99+% of Property Tax Revenue is paid on time and 91% of Revenues funds the Budget, the Town should be in good shape to weather this historic economic downturn without reducing services or laying off any employees or draining our Stored Assets completely.

RECOMMENDED FISCAL YEAR 2021 EXPENDITURES

This FY-21 budget shows total expenditures of \$32,052,479 representing a 1.89% decrease compared to FY-20. (It is important to note that the Town Administrator exercises no direct budget control over employee pensions, school assessments, the annual debt payment, and state/county charges.)

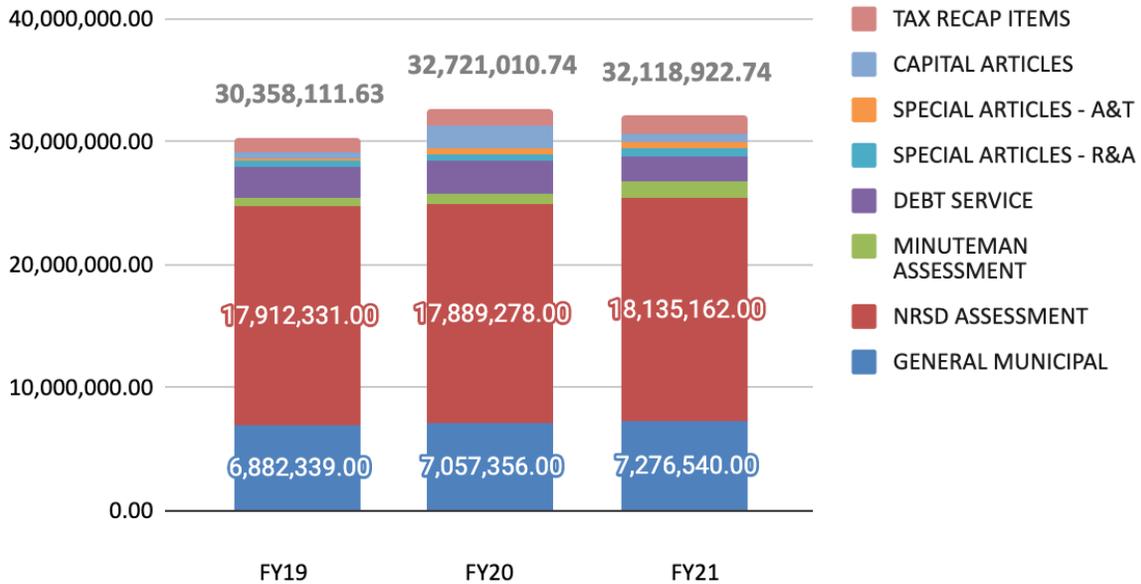
FY21 BUDGETED EXPENDITURES



The FY-21 General Municipal Budget – This budget is funded at \$7,271,538 and represents a 3% increase above the current year.

EXPENDITURES

COMPARISON OF FY19, FY20, FY21 (Estimated)



In large part, this budget line item contains the wage and expense funding of all town departments including a 2.5% employee COLA increase together with any required employee wage step increases. It also contains town-wide expenses such as property and casualty, and employee health insurance.

There are no new employee hires in FY-21 or increases in employee work hours.

The Town Administrator/Selectmen recommended a merit increase for the Town Accountant and advance step increases for both the Assistant Treasurer/Collector and Treasurer/Collector positions.

There is one salary line item amount, that of the Police Chief, that may need to be adjusted. This number represents the contracted salary amount of Chief Marino who abruptly resigned a couple of weeks ago. There may be a motion to amend this amount at the ATM.

The FY-21 Nashoba Regional School District Assessment – This single largest Town budget amount is increasing by only 1.37% in FY-21. A tribute to the earnest efforts of the NRSD to control costs.

The FY-21 Minuteman Regional School District Assessment – The Minuteman assessment is increasing by 50% after a 21% increase in FY-20. This is due to the increase in Stow students enrollment and the bonding the new Vocational School debt resulting in an increase in Minuteman's annual debt payment.

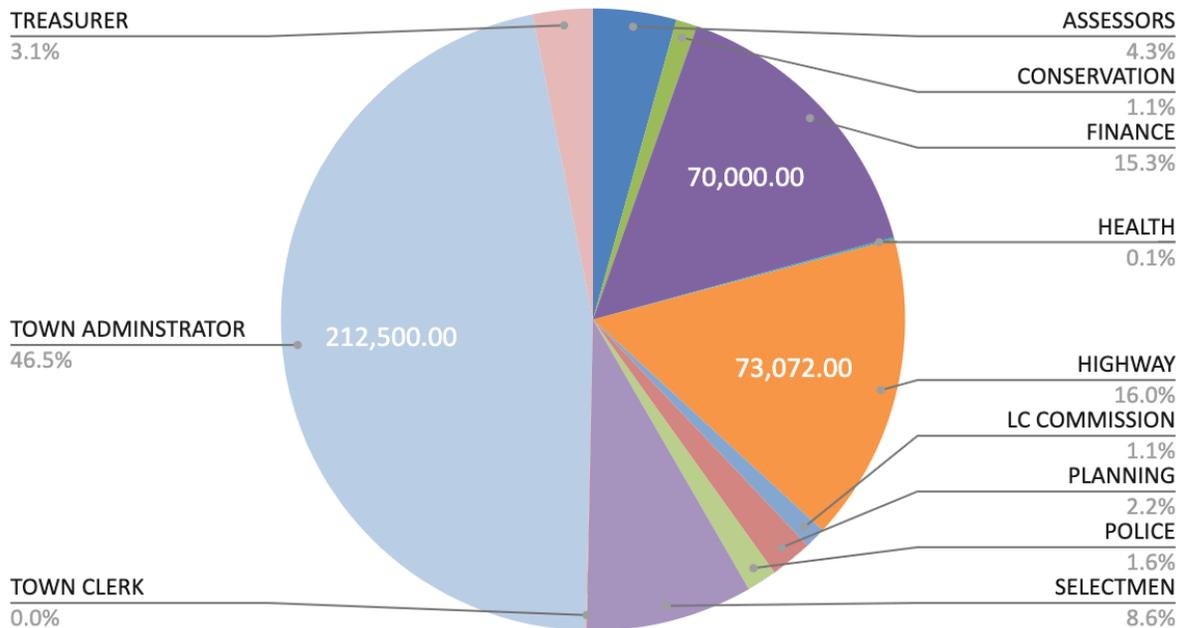
The FY-21 Debt Payment Budget – the estimated annual debt payment of \$2,039,619 represents a 22.4% decrease compared to the current year.

FY-21 Raise and Appropriate Special Articles Budget – The budget total amount of \$660,175 represents a 28% increase above FY-20. There are few special article budgets that deserve mention. The Town Administrator/Selectmen are recommending increases in:

- the Reserve Fund budget by \$10,000
- the general legal budget by \$20,000
- the financial records audit budget by \$12,500
- \$40,000 into the unemployment compensation budget

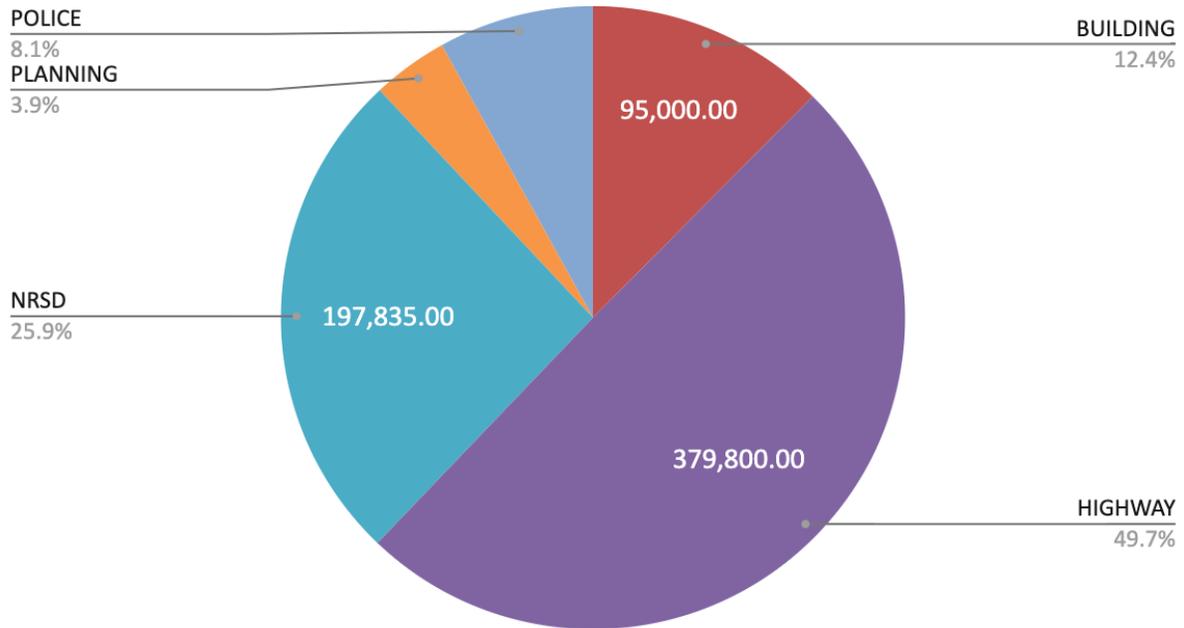
The veterans’ benefits budget is recommended to DECREASE by \$33,140

FY21 BUDGETED SPECIAL ARTICLES - RAISE AND APPROPRIATE



The FY-21 Capital Articles Budget – The requested capital articles budget currently totals \$764,173 which represents a 57% decrease compared to the FY-20 voted capital budget.

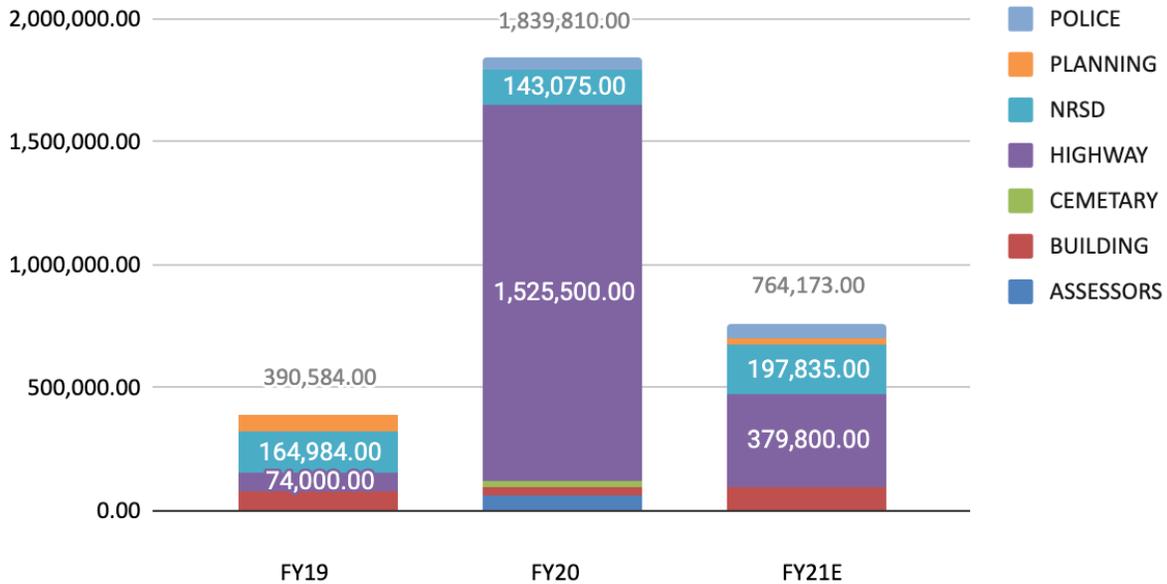
RECOMMENDED FY21 Capital Items



One significant capital project not contained in this Budget is the \$290,000 request that will be requested at the ATM for the purposes of engaging a Licensed Site Professional to begin the evaluative and assessment process pursuant to the Massachusetts Contingency Plan under the direction and control of DEP related to PFAS contaminated soil and water at certain public and private sites in Stow. The money will be borrowed and the first debt payments will not be made until FY-22 so there will be no budget impact in this Recommended FY21 Budget.

CAPITAL ITEMS

COMPARISON OF FY19, FY20, FY21 (Estimated)



BOTTOM LINE

Coupled with the growth in housing prices, the Town-wide valuation has grown faster than our costs (i.e. budget expenditures growth) allowing the Town to fund approved projects and capital items for the last several years. Moreover, as of early May, Town enjoys more than enough stored assets, and could borrow at the lowest rates due to our AAA rating. Moreover, the Town Administrator is estimating in a \$3M excess Tax Levy.

All of this is great news because the onset of the Coronavirus Pandemic, the Town's fiscal capacity to handle a significant decreases to local revenue without significantly affecting Town services is a concern of the Finance Committee and one fully recognized by the Town Administrator and Board of Selectmen. Cash Conservation steps were put in place by the Town Administrator as early as March. Further, the Town Administrator remarked in a May Selectmen meeting that the strategy is to make it through the end of FY21 by managing expenditures and wisely applying stored assets.

As of early May, the Town Administrator recommends a "steady-as-it-goes" strategy with respect to the Budget, so the Town does not over-correct and make unnecessary budget cuts or under-correct and make unwise fiscal decisions. With this in mind, here is the Finance Committee's Warrant Analysis for your consideration.

Respectfully submitted,
 Atli Thorarensen, Vice Chair
 Erica Benedict, Member
 Jean Vangness, Administrative Assistant

Richard Eckel, Chair
 Peter McManus, Member
 Christopher Buck, Member



WARRANT FOR 2020 ANNUAL TOWN MEETING

To either of the Constables of the Town of Stow, or the Stow Town Clerk, in the County of Middlesex, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

HALE SCHOOL
In said Town on
MONDAY, THE TWENTY-SECOND DAY OF JUNE 2020
AT 7:00 P.M.

Then and there to act on the following Articles, namely:

ARTICLE 1. Reports of Selectmen and Other Officers and Committees

To hear and accept the reports of the Selectmen and other Officers and Committees of the Town for Calendar Year 2019; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article.

The Selectmen, other officials including Committees like the Finance Committee produce official reports for the Town. This proforma article calls for the Town to accept and hear these reports.

Passage of the article does NOT increase expenditures.

ARTICLE 2. Reports of Special Committees

To hear and accept the reports of special committees for Calendar Year 2019; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

During Calendar Year 2019, special committees are created -- like the Town Building Committee -- and the committees produce official reports for the Town to review. This proforma article calls for the Town to accept and hear these reports.

ARTICLE 3. Wage and Salary Schedules for Fiscal Year 2021

To see if the Town will vote to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D, and E, and inserting in place thereof the following new Schedules; or take any other action thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This Wage and Salary does NOT include the \$145,000 from the Education Incentive Program (EIP) - see Article 23.

The Wage and Salary Schedule includes a 2.5% Cost of Living Adjustment (COLA) increase plus a required scheduled "step" increase for several employees. Please note that the Town Administrator recommended a merit increase for the Town Accountant and advance step increases for both the Assistant Treasurer/Collector and Treasurer/Collector positions.

There are also a few salary line item amounts that may require adjustment from the current budget amounts; specifically this includes the contracted salary amount of the former Police Chief who abruptly resigned a couple of weeks ago. It also includes the contracted salary amount of the future Town Administrator the Town is currently in the process of hiring. Motions may be made at the Annual Town Meeting to amend these amounts and others.

Please note that the Town Administrator requested and received funds to have a consultant review the Town Employee compensation. As May 27th, 2020, the results have not been published.

Please see the Warrant Report at the beginning of the warrant for more details.

SCHEDULE A
ANNUAL RATE POSITIONS

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Assessor	47,564	50,389	53,352	56,312	59,277
Assistant Facility Manager	53,444	56,591	60,108	63,481	66,731
Assistant Treasurer-Collector	47,564	50,389	53,352	56,312	59,277
Building Commissioner	63,305	67,259	71,215	75,174	79,133
Board of Health Office Administrator	47,564	50,389	53,352	56,312	59,277
Cemetery Superintendent	56,312	59,658	63,167	66,673	70,180
Conservation Commission Coordinator	59,946	63,539	67,353	70,885	74,270
Council on Aging Executive Director	60,181	63,757	67,513	71,258	75,141
Librarian	47,564	50,389	53,352	56,312	59,277
Library Director	60,240	64,006	67,769	71,542	75,302
Assistant Planner	54,135	57,351	60,726	64,094	67,472
Town Planner	72,445	76,397	80,350	84,303	88,257
Police Lieutenant	82,880	89,136	93,827	98,519	101,645
Principal Assessor	63,030	67,011	70,947	74,898	78,809
Recreation Director	56,312	59,658	63,167	66,673	70,180
Selectmen's/Town Administrator's Assistant	49,017	51,899	54,779	59,277	61,780
Supt. of Streets	81,958	87,081	92,205	97,325	107,559
Town Clerk	65,651	69,050	72,448	75,850	79,822
Treas. Collector	64,667	68,712	72,752	76,794	80,836

SCHEDULE B
HOURLY RATE POSITIONS

GROUP A

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Cemetery Worker	14.27	15.41	16.77	18.02	19.24

Council on Aging Driver	14.13	14.92	16.20	17.39	18.58
Custodian	14.87	16.02	17.29	18.49	19.68
Library Page	14.13	14.92	16.20	17.39	18.58
Parks & Commons Worker	14.13	14.92	16.20	17.39	18.58

GROUP B

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Town Clerk	20.28	21.85	23.47	25.44	27.33
Building Department Secretary	16.88	18.15	19.54	21.14	22.72
Council on Aging Driver/Dispatcher	15.63	16.78	18.05	19.58	21.02
Financial Clerk	15.63	16.78	18.05	19.58	21.02
Fire Department Secretary	15.63	16.78	18.05	19.58	21.02
Library Aide	15.63	16.78	18.05	19.58	21.02
Recreation Commission Secretary	15.63	16.78	18.05	19.58	21.02
Town Clerk Clerical Assistant	15.63	16.78	18.05	19.58	21.02

GROUP C

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Accountant's Clerk	16.78	18.33	19.74	21.28	22.72
Assessor's Clerk	16.78	18.33	19.74	21.28	22.72
Asst. Cemetery Superintendent	16.78	18.33	19.74	21.28	22.72

Assistant Librarian	16.78	18.33	19.74	21.28	22.72
Bd. of Appeals Secretary	21.34	23.26	25.08	27.00	28.85
Board of Health Office Assistant	16.78	18.33	19.74	21.28	22.72
Community Preservation Committee Secretary	16.78	18.33	19.74	21.28	22.72
Conservation Commission Secretary	16.78	18.33	19.74	21.28	22.72
Council on Aging Outreach Coordinator	20.22	22.01	23.75	26.14	27.34
Council on Aging Outreach Worker	18.74	20.39	22.00	23.70	25.31
Finance Committee Secretary	16.78	18.33	19.74	21.28	22.72
Financial Clerk II	16.78	18.33	19.74	21.28	22.72
Highway Department Secretary	20.16	21.96	23.70	25.51	27.25
Highway/Tree/ Grounds Worker	16.78	18.33	19.74	21.28	22.72
ITAC Committee Secretary	16.78	18.33	19.74	21.28	22.72
Office Assistant	16.78	18.33	19.74	21.28	22.72
Payroll Coordinator	24.29	25.74	27.25	28.76	30.27
Planning Board Secretary	16.78	18.33	19.74	21.28	22.72
Recreation Assistant	16.78	18.33	19.74	21.28	22.72
Selectmen/Town Admin. Secretary	20.28	21.85	23.47	25.44	27.33
Town Secretary	16.78	18.33	19.74	21.28	22.72

GROUP D

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Building Dept Administrative Assistant	20.82	22.13	23.43	24.69	25.96
Community Preservation Assistant	20.82	22.13	23.43	24.69	25.96
Conservation Commission Assistant	20.82	22.13	23.43	24.69	25.96
Council on Aging Front Desk Coordinator	20.82	22.13	23.43	24.69	25.96
Financial Assistant	20.82	22.13	23.43	24.69	25.96
Fire Dept Administrative Assistant	20.82	22.13	23.43	24.69	25.96
Highway/Tree Grounds Driver-Laborer	20.82	22.13	23.43	24.69	25.96
Planning Dept Administrative Assistant	20.82	22.13	23.43	24.69	25.96
Police Chief Secretary	20.82	22.13	23.43	24.69	25.96

GROUP E

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Equipment Operator	22.71	24.12	25.55	26.98	28.37
Maintenance Person	22.71	24.12	25.55	26.98	28.37
Tree Worker (Moth)	22.71	24.12	25.55	26.98	28.37

GROUP F

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Crew Chief	25.06	26.49	28.20	29.73	31.29
Highway Dept. Mechanic	26.26	27.79	29.30	31.06	32.90

GROUP G

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Super of Streets	29.45	31.28	33.11	34.93	36.77
Children's Librarian	25.47	27.08	28.64	30.21	31.83
Highway Dept. Foreman	26.74	28.43	30.07	31.76	33.39
IT Director	25.47	27.08	28.64	30.21	31.83
Social Worker	31.79	33.44	35.08	36.73	38.37

**SCHEDULE C
SINGLE RATE POSITIONS PAID ANNUALLY**

<u>Position Title</u>	<u>Salary</u>
Animal Inspector	1,645
Assistant Registrar of Voters	325
Registrar of Voters	162
Tree Warden	6,698
Veterans' Service Officer	2,245

**SCHEDULE D
SINGLE RATE POSITIONS PAID HOURLY**

<u>Position Title</u>	<u>Rate</u>
Apprentice Firefighter (call)	16.64
Assistant Counselor	12.75
Assistant Swim Instructor	12.75
Auxiliary Police Officer	17.34
Beach Checker	12.75
Camp Stow Director	19.73
COA Substitute Van Driver	16.17
COA Substitute Van Driver CDL	18.58
Dispatcher, part-time	22.11
Election Clerical Assistance	12.75
Election Clerk	16.12

Election Teller	12.75
Election Warden	16.12
Emergency Medical Technician (call)	19.02
EMT - w/Defib & Epi Pen (call)	20.77
Firefighter (call)	19.02
Firefighter/EMT - w/Defib & Epi Pen (call)	21.62
Firefighter/EMT (call)	19.89
Head Beach Checker	15.56
Head Counselor	13.63
Head Lifeguard	16.45
Junior Lifeguard	12.75
Junior Maintenance Person	13.63
Senior Lifeguard	13.63
Officers - Fire or Medical (call)	23.39
Per Diem Firefighter (call)	17.18
Police Matron	23.46
Police Officer, part-time	26.62
Recreation Maintenance Person	16.45
Street Lister	12.75
Street Listing Clerk	12.75
Street Numberer	12.75
Town Engineer	36.77
Waterfront Director	18.45
WSI Swim Instructor/Lifeguard	15.56

SCHEDULE E
FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	1,173
EMS Assistant Coordinator	392
EMS Quartermaster	315
EMS Records Coordinator	468
EMS Schedule Coordinator	235
Fire Captain (call)	781
Fire Engineer	1,017
Fire Lieutenant (call)	626
Fire Medical Officer	468

ARTICLE 4. General Budget for Fiscal Year 2021

To see what sums of money the Town will vote to raise and appropriate, or appropriate and transfer from available funds, to defray the necessary expenses of the several departments of the Town, as set forth in the following line items, or any other sums; or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

As of May 9th, 2020, when the Finance Committee reviewed the recommended General Budget from the Selectman and the Town Administrator, the total expenditures were scheduled to be \$32,052,479 representing a 1.89% DECREASE compared to FY-20. The total amount of expenditures depends on what items the Town Citizens decide to approve at Annual Town Meeting.

This General Budget amount includes the FY21 General Municipal Budget recommended to be funded at \$7,271,538, representing an approximate 3% INCREASE above the current fiscal year 2020 ending July 1st, 2020.

In large part, the General Municipal budget line item is the sum of the wage and salaries detailed in Article 3 plus expenses of all town departments. It also contains town-wide expenses such as property and casualty, and employee health insurance. It recommends NO change in service levels and NO new employee hires in FY-21 or increases in employee work hours.

Departmental Salaries were \$ 3,639,447 (including any stipends, longevity bonuses and Employee Incentive Program pay) and comprised 50% of the Municipal Budget and 11% of the General Budget.

Departmental Expenses were \$2,255,291 and comprised 31% of the Municipal Budget and 7% of the General Budget.

It is important to recognize that the Town Administrator exercises NO direct budget over several budget items including employee pensions, school assessments, the annual debt payment, and state/county charges which are significant budget drivers of the General Budget. Passage of the article increases expenditures.

Please see the Warrant Report at the beginning of the warrant for more details.

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
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LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	<u>MUNICIPAL BUDGET</u>	LINES 1 - 78			
	<u>GENERAL GOVERNMENT</u>	LINES 1 - 33			
Line No.					
	MODERATOR				
1	MODERATOR SALARY	45.00	45.00	45.00	45.00
2	MODERATOR EXPENSES	46.00	46.00	46.00	46.00
	TOTAL MODERATOR	91.00	91.00	91.00	91.00
	SELECTMEN				
3	SELECTMEN'S OFFICE WAGES	89,177.00	91,338.00	91,338.00	91,338.00
4	SELECTMEN'S OFFICE EXPENSES	11,975.00	12,100.00	12,100.00	12,100.00
5	TOWN ADMINISTRATOR SALARY	143,816.00	147,411.00	147,411.00	147,411.00
6	ASSISTANT TOWN ADMINISTRATOR WAGES	0.00	9,333.00	9,333.00	9,333.00
7	TOWN ADMINISTRATOR EXPENSES	500.00	500.00	500.00	500.00
	TOTAL SELECTMEN	245,468.00	260,682.00	260,682.00	260,682.00
	FINANCE COMMITTEE				
8	FINANCE COMMITTEE WAGES	4,319.00	4,544.00	4,544.00	4,544.00
9	FINANCE	450.00	1,600.00	1,600.00	1,600.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	COMMITTEE EXPENSES				
	TOTAL FINANCE COMMITTEE	4,769.00	6,144.00	6,144.00	6,144.00
	TOWN ACCOUNTANT				
10	ACCOUNTANT SALARY	58,525.00	75,000.00	66,000.00	66,000.00
11	ACCOUNTANT CLERK SALARY	350.00	400.00	400.00	400.00
12	ACCOUNTANT EXPENSES	2,125.00	2,125.00	2,125.00	2,125.00
	TOTAL TOWN ACCOUNTANT	61,000.00	77,525.00	68,525.00	68,525.00
	ASSESSORS				
13	PRINCIPAL ASSESSOR'S WAGES	73,071.00	76,652.00	76,652.00	76,652.00
14	ASSESSORS CLERICAL WAGES	70,895.00	75,781.00	75,781.00	75,781.00
16	ASSESSORS EXPENSES	10,500.00	10,700.00	10,700.00	10,700.00
	TOTAL ASSESSORS	154,466.00	163,133.00	163,133.00	163,133.00
	TREASURER-COLLECTOR				
16	TREASURER-COLLECTOR SALARY	78,864.00	76,794.00	76,794.00	76,794.00
17	TREASURER-COLLECTOR CLERICAL WAGES	84,757.00	89,000.00	89,000.00	89,000.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
18	TREASURER-COLLECTOR EXPENSES	42,700.00	45,054.00	45,054.00	45,054.00
	TOTAL TREASURER-COLLECTOR	206,321.00	210,848.00	210,848.00	210,848.00
	INFO TECH				
19	IT CLERICAL WAGES	40,670.00	41,539.00	41,539.00	41,539.00
20	IT EXPENSES	157,340.00	184,540.00	171,000.00	171,000.00
	TOTAL INFO TECH	198,010.00	226,079.00	212,539.00	212,539.00
	TOWN CLERK				
21	TOWN CLERK SALARY	77,875.00	79,822.00	79,822.00	79,822.00
22	TOWN CLERK OTHER WAGES	67,008.00	69,384.00	69,384.00	69,384.00
23	TOWN CLERK EXPENSES	16,240.00	19,755.00	19,755.00	19,755.00
	TOTAL TOWN CLERK	161,123.00	168,961.00	168,961.00	168,861.00
	CONSERVATION COMMISSION				
24	CONSERVATION COORDINATOR	72,459.00	74,270.00	74,270.00	74,270.00
25	CONSERVATION COMMISSION CLERICAL WAGES	30,926.00	34,050.00	34,050.00	34,050.00
26	CONSERVATION COMMISSION EXPENSES	5,050.00	5,050.00	5,050.00	5,050.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	TOTAL CONSERVATION COMMISSION	108,435.00	113,370.00	113,370.00	113,370.00
	PLANNING BOARD				
27	TOWN PLANNER	82,247.00	84,303.00	84,303.00	84,303.00
28	PLANNING BOARD CLERICAL WAGES	77,213.00	79,072.00	79,072.00	79,072.00
28	PLANNING BOARD EXPENSES	6,150.00	5,750.00	5,750.00	5,750.00
	TOTAL PLANNING BOARD	165,610.00	169,125.00	169,125.00	169,125.00
	BOARD OF APPEALS				
30	BOARD OF APPEALS CLERICAL WAGES	15,138.00	15,560.00	15,560.00	15,560.00
31	BOARD OF APPEALS EXPENSES	2,300.00	2,200.00	2,200.00	2,200.00
	TOTAL BOARD OF APPEALS	17,438.00	17,760.00	17,760.00	17,760.00
	MUNICIPAL BUILDING				
32	MUNI BUILDING & PROPERTY WAGES	135,679.00	155,913.00	143,073.00	143,073.00
33	MUNI BUILDING & PROPERTY EXPENSES	141,500.00	150,700.00	150,700.00	150,700.00
	TOTAL MUNICIPAL BUILDING	277,179.00	306,613.00	293,773.00	293,773.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	OTHER GENERAL GOVERNMENT				
34	TOWN REPORTS EXPENSES	7,990.00	7,850.00	7,850.00	7,850.00
	TOTAL OTHER GENERAL GOVERNMENT	7,990.00	7,850.00	7,850.00	7,850.00
	TOTAL GENERAL GOVERNMENT	1,607,900.00	1,728,181.00	1,692,801.00	1,692,801.00
-	<u>PUBLIC SAFETY</u>	LINES 34 - 42			
	POLICE DEPT				
35	POLICE CHIEF SALARY	133,560.00	129,867.00	129,867.00	129,867.00
36	POLICE & DISPATCH WAGES	1,347,601.00	1,389,085.00	1,389,085.00	1,389,085.00
37	POLICE & DISPATCH EXPENSES	93,450.00	93,500.00	93,500.00	93,500.00
	TOTAL POLICE DEPT	1,574,611.00	1,612,452.00	1,612,452.00	1,612,452.00
	FIRE AND EMS				
38	FIRE CHIEF SALARY	108,167.00	110,871.00	110,871.00	110,871.00
39	FIRE AND EMS WAGES	609,476.00	620,192.00	620,192.00	620,192.00
40	FIRE AND EMS EXPENSES	78,000.00	79,500.00	79,500.00	79,500.00
	TOTAL FIRE AND EMS	795,643.00	810,563.00	810,563.00	810,563.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	BUILDING INSPECTOR				
41	BUILDING INSPECTOR WAGES	77,203.00	79,133.00	79,133.00	79,133.00
42	BUILDING DEPT CLERICAL WAGES	50,165.00	53,840.00	53,840.00	53,840.00
43	BUILDING DEPT EXPENSES	5,995.00	6,995.00	6,995.00	6,995.00
	TOTAL BUILDING INSPECTOR	133,363.00	139,968.00	139,968.00	139,968.00
	TOTAL PUBLIC SAFETY	2,503,617.00	2,562,983.00	2,562,983.00	2,562,983.00
	<u>PUBLIC WORKS AND FACILITIES</u>	LINES 44 - 52			
	HIGHWAY AND GROUNDS				
44	SUPT OF STREETS SALARY	99,952.00	107,559.00	107,559.00	107,559.00
45	HIGHWAY & GROUNDS WAGES	546,549.00	583,751.00	562,901.00	562,901.00
46	HIGHWAY & GROUNDS EXPENSES	129,850.00	143,050.00	143,050.00	143,050.00
47	SNOW AND ICE REMOVAL EXPENSE	165,000.00	165,000.00	165,000.00	165,000.00
	TOTAL HIGHWAY & GROUNDS	941,351.00	999,360.00	978,510.00	978,510.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	OTHER PUBLIC WORKS				
48	MUNICIPAL LIGHTING	8,000.00	7,500.00	7,500.00	7,500.00
49	GASOLINE & DIESEL FUEL EXPENSE	80,000.00	80,000.00	80,000.00	80,000.00
	TOTAL OTHER PUBLIC WORKS	88,000.00	87,500.00	87,500.00	87,500.00
	CEMETERY DEPT				
50	CEMETERY SUPERINTENDENT	68,468.00	70,180.00	70,180.00	70,180.00
51	CEMETERY SALARY AND WAGES	500.00	500.00	500.00	500.00
52	CEMETERY EXPENSES	8,000.00	8,000.00	6,000.00	6,000.00
	TOTAL CEMETERY DEPT	76,968.00	78,680.00	76,680.00	76,680.00
	TOTAL PUBLIC WORK & FACILITIES	1,106,319.00	1,165,540.00	1,142,690.00	1,142,690.00
	<u>HUMAN SERVICES</u>	LINES 53 - 60			
	HEALTH DEPT				
53	HEALTH ADMINISTRATIVE ASSISTANT	57,831.00	62,240.00	59,277.00	59,277.00
54	HEALTH DEPARTMENT WAGES	66,578.00	76,552.00	67,552.00	67,552.00
55	HEALTH	5,550.00	6,600.00	6,600.00	6,600.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	DEPARTMENT EXPENSES				
	TOTAL HEALTH DEPT	129,959.00	145,392.00	133,429.00	133,429.00
	COUNCIL ON AGING				
56	EXECUTIVE DIRECTOR SALARY	73,308.00	75,141.00	75,141.00	75,141.00
57	COUNCIL ON AGING WAGES	155,726.00	162,786.00	162,786.00	162,786.00
58	COUNCIL ON AGING EXPENSES	12,948.00	12,948.00	12,948.00	12,948.00
	TOTAL COUNCIL ON AGING	241,982.00	250,875.00	250,875.00	250,875.00
	VETERANS' DEPT				
59	VETERANS' SERVICE OFFICER SALARY	2,190.00	2,245.00	2,245.00	2,245.00
60	VETERANS' SERVICE OFFICER EXPENSES	300.00	300.00	300.00	300.00
	TOTAL VETERANS' DEPT	2,490.00	2,545.00	2,545.00	2,545.00
	TOTAL HUMAN SERVICES	374,431.00	398,812.00	386,849.00	386,849.00
	<u>CULTURE AND RECREATION</u>	LINES 61 -71			

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	LIBRARY DEPT				
61	LIBRARY DIRECTOR SALARY	73,465.00	71,542.00	71,542.00	71,542.00
62	LIBRARY WAGES	121,015.00	172,648.00	125,084.00	125,084.00
63	LIBRARY EXPENSES	79,254.00	80,964.00	80,964.00	80,964.00
	TOTAL LIBRARY DEPT	273,734.00	325,154.00	277,590.00	277,590.00
	RECREATION COMMISSION				
64	RECREATION DIRECTOR	65,047.00	66,673.00	66,673.00	66,673.00
65	RECREATION WAGES	600.00	600.00	600.00	600.00
66	RECREATION EXPENSES	16,000.00	16,000.00	0.00	0.00
	TOTAL RECREATION COMMISSION	81,647.00	83,273.00	67,273.00	62,273.00
	LAKE BOON COMMISSION				
67	LAKE BOON COMMISSION WAGES	0.00	0.00	0.00	0.00
68	LAKE BOON COMMISSION EXPENSES	1,500.00	3,000.00	3,000.00	3,000.00
	TOTAL LAKE BOON COMMISSION	1,500.00	3,000.00	3,000.00	3,000.00
	OTHER CULTURE & RECREATION				
69	HISTORICAL COMMISSION EXPENSES	1,200.00	1,200.00	1,200.00	1,200.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
70	MEMORIAL DAY EXPENSES	900.00	900.00	900.00	900.00
71	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	TOTAL OTHER CULTURE & RECREATION	2,200.00	2,200.00	2,200.00	2,200.00
	TOTAL CULTURE & RECREATION EXPENSES	359,081.00	413,627.00	350,063.00	350,063.00
	<u>TOWN WIDE EXPENSES</u>	LINES 72 -74			
72	GROUP INSURANCE	926,022.00	955,518.00	955,518.00	955,518.00
73	INSURANCE AND BONDS	159,986.00	165,636.00	165,636.00	165,636.00
74	TELEPHONE	20,000.00	20,000.00	20,000.00	20,000.00
	TOTAL TOWN WIDE EXPENSES	1,106,008.00	1,141,154.00	1,141,154.00	1,141,154.00
	MUNICIPAL BUDGET TOTAL	7,057,356.00	7,410,295.00	7,276,538.00	7,276,538.00
	<u>EDUCATION</u>	LINES 75 - 76			
	SCHOOL DISTRICTS				
75	NASHOBA REG SCHOOL DIST ASSESSMENT	17,889,278.00	18,135,162.00	18,135,162.00	18,135,162.00
76	MINUTEMAN VOC TECH ASSESSMENT	881,595.00	1,323,826.00	1,323,826.00	1,323,826.00
	TOTAL DISTRICT	18,770,873.00	19,458,988.00	19,458,988.00	19,458,988.00

LINE NO.	DEPARTMENT	FY 2020 ACTUAL BUDGET	FY 2021 BUDGET REQUEST	FY 2021 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY 2021 BUDGET FINANCE COMMITTEE RECOMMEND
	ASSESSMENTS				
	<u>DEBT SERVICE</u>	LINES 77 -79			
	PRINCIPAL				
77	MATURING PRIN LONG-TERM DEBT	1,810,000.00	1,232,000.00	1,232,000.00	1,232,000.00
	TOTAL MATURING PRINCIPAL	1,810,000.00	1,232,000.00	1,232,000.00	1,232,000.00
	INTEREST				
78	INT ON LONG-TERM DEBT - BONDS	816,933.00	857,560.00	857,560.00	857,560.00
79	INT ON TEMPORARY LOANS - REVENUE	1,000.00	1,000.00	1,000.00	1,000.00
	TOTAL INTEREST ON MATURING DEBT	817,933.00	858,560.00	858,560.00	858,560.00
	TOTAL DEBT SERVICE	2,627,933.00	2,090,560.00	2,090,560.00	2,090,560.00
	TOTAL	28,456,162.00	28,959,845.00	28,826,088.00	28,826,088.00

BEGINNING OF CONSENT CALENDAR

ARTICLE 5. Reserve Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds the sum of Eighty Thousand Dollars (\$80,000), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2020 (FY-2021), or take any other action relative thereto.

(Finance Committee)

The Finance Committee recommends approval of this article.

The Reserve Fund is a sum of money appropriated at Town Meeting to be used at the discretion of the Finance Committee to cover extraordinary or unforeseen expenses that arise during the fiscal year. The creation and use of the Reserve Fund is specified in Chapter 40 § 6 of the Massachusetts General Laws (MGL). For more information, please see here: <https://www.stow-ma.gov/sites/stowma/files/uploads/reservefundrequirements-2006dec5.pdf> The funds are disbursed through transfers voted and approved by the Finance Committee.

This amount includes an 8.75% increase or \$10,000 over FY20 at the request of the Finance Committee. The Reserve Fund has not increased in over 10 ten years and in recent years the fund has been drawn down almost completely to zero due to increased demand.

Passage of the article increases expenditures although any unused funds flow back into the General Fund in the following fiscal year and become part of Free Cash.

ARTICLE 6. Revolving Fund for Inspection Fees

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2021, to which shall be credited all permitting fees received for wire, gas, plumbing, and fire alarm permits and for weights and measures sealing, to a limit of Fifty Thousand Dollars (\$50,000) for FY 2021, to be expended by the Selectmen without further appropriation, for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town, or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures although a 10% fee retained by the Town may increase revenue and reduce expenditures.

Revolving funds allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. The Finance Committee advocates for revolving funds where appropriate because revenue and expenses are credited and debited for a specific service and carried from year to year in the same account without flowing in the General Fund at the end of the fiscal year. Specifically, it can allow certain departments or functions to at least pay for a significant portion of operating expenses and potentially become self-sustaining.

In this case, this article authorizes a revolving fund for Inspection fees and allows the use of the generated funds to pay for the inspection related expenses only (e.g. Inspector's wages).

ARTICLE 7. Revolving Fund for Advanced Life Support Services

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY 2021 to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2021, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services, or take any other action relative thereto.

(Fire Department)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures although fees retained by the Town may increase revenue and reduce expenditures.

Revolving funds allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. The Finance Committee advocates for revolving funds where appropriate because revenue and expenses are credited and debited for a specific service and carried from year to year in the same account without flowing in the General Fund at the end of the fiscal year. Specifically, it can allow certain departments or functions to at least pay for a significant portion of operating expenses and potentially become self-sustaining.

In this case, this article authorizes a revolving fund for the fire department to pay for administration costs of running the Town's ambulances. Fees charged in association with the use of the Stow ambulances are deposited into this account, then transferred to the General Account as a revenue source.

ARTICLE 8. SwiftReach 911 Notification System

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Thousand Dollars (\$4,000), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as SwiftReach Networks, or take any other action relative thereto.

(Police Department)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

The SwiftReach system allows the Public safety officials to reach the appropriate constituencies when necessary. For example, if there is an emergency, the Police could reverse dial Stow citizens to tell them which roads are open or closed.

ARTICLE 9. Weights and Measures Testing

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Dollars (\$1,000), or any other sum, to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town’s Weights and Measures testing, or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This article funds the regulation for specific items such as Gas Station pumps.

ARTICLE 10. Transfer to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Two Thousand Three Hundred Fifty-Five Dollars (\$2,355) or any other sum, or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

The Conservation Land Maintenance Account is a Revolving Account which receives fees paid by people to rent garden plots and to lease farmland. The entire balance of this fund is transferred annually to the Conservation Fund.

ARTICLE 11. Transfer from Wetlands Protection Fund

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Wetlands Protection Fund the sum of Two Thousand Three Hundred Thirty-Four Dollars and Fifty Cents (\$2,334.50) or any other sum, as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act, or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

The Conservation Commission is responsible for administering the Wetlands Protection Act (M.G.L. Ch. 131, Section 40) as well as the Town of Stow Wetland Protection Bylaw which was adopted by Town Meeting in 1983. Under these laws, the Commission is required to review and issue permits for any proposals to alter or develop land within 100’ of wetlands and within 200’

of rivers and ponds. This permitting process helps protect the town's drinking water and wildlife habitat, and helps prevent storm damage, pollution and flooding.

The Wetlands Protection Fund receives money from permit application fees paid by town members. These fees are paid if a Town member wants to alter or develop land within 100' of wetlands and within 200' of rivers and ponds. These funds are to be used for the costs associated with administration of the Wetlands Protection Act. The Wetlands Protection Fund has a balance of \$60,139 as of 3/31/18, with a 5-year average balance of \$56,929.

ARTICLE 12. Addition to Conservation Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), or any other sum, to be added to the balance remaining in the Conservation Fund, or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

The Conservation Commission is Stow's largest landowner and depends on Conservation Fund, established in the 1960s, for management of 2000 acres of land and conservation restrictions including our contract Land Steward, trail mowing, hazard tree removal, and occasional expenses associated with land acquisition. The funds also pay for community garden-related expenses, which is partially offset by plot fees. This appropriation will help maintain the fund, and replenish the Conservation Land Steward's contracted expense.

The Conservation Fund receives money from the Conservation Land Management account (see Article 11), and from this annual Special Article. The money is used to pay for legal work and for conservation land purchase appraisals, the care of the community gardens, invasive species control, purchase of tools and signage for conservation land and for the salary of our paid Land Steward. The fund has a projected balance of \$37,646 at the end of fiscal year 2018 and has averaged about the same amount for the last five years.

ARTICLE 13. Update of Property Valuations

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Forty-One Thousand Three Hundred Dollars (\$41,300) or any other sum, to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors, or take any other action relative thereto.

(Assessors)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

These funds pay for software maintenance, special appraisals, and listing and valuation services and an occasional consultant.

ARTICLE 14. Town Records Binding and Repair

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk, or take any other action relative thereto.

(Town Clerk)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

These funds the Town Clerk is to fulfill her Statutory requirement to keep archived hard copies of Town records.

ARTICLE 15. Highway Road Machinery and Private Ways

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sums of money for Highway Department purposes as set forth in the schedule below, or any other sums, or take any other action relative thereto.

1. For the Road Machinery Account \$65,000
2. For Repairs on Private Ways \$15,000

(Highway Department)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This Article allows Highway to spend money to build and repair our private ways and maintain our highway equipment.

ARTICLE 16. Highway Road Construction/Authorization to Expend State Funds (Chapter 90) for Public Ways

(CONSENT CALENDAR)

To see if the Town will vote to authorize the Board of Selectmen to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and, if needed, appropriate from available funds (cash on hand) the sum of Two Hundred Eighty-Three Thousand One Hundred and One Dollars (\$283,101.00) from the FY 2021 Apportionment, or any other sums, for construction, reconstruction and/or improvements to

Town roads, as requested by the Board of Selectmen, until reimbursed by the Commonwealth, or take any other action relative thereto.

(Highway Department)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This article authorizes the Board of Selectmen to expend Stow's allotment of Massachusetts Chapter 90 funds to fix the public ways (i.e. streets, etc. but not private ways.)

ARTICLE 17. Household Hazardous Waste Collection

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Six Thousand Dollars (\$6,000), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center, or take any action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

Stow, along with ten other towns, is a member of the Devens Regional Household Hazardous Products Collection Center (Collection Center). This article covers our membership fee.

ARTICLE 18. Municipal Solid Waste Disposal

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Hundred Dollars (\$500), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides, or take any action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This Article allows for the disposal of solid waste the Town accumulates from roadsides, etc.

ARTICLE 19. Public Health Nurse

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of Eight Thousand Six Hundred Dollars (\$8,600), or any other sum, to

be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing public health nursing services, and communicable disease follow-up to Stow residents through the Nashoba Nursing Services, or take any action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

Nashoba Community Health Nursing Program provides an essential public health service to Stow. The Nurse is available in town on the first Wednesday morning of each month at the new Community Center building and daily by phone. The Nurse provides monthly wellbeing clinics, screenings, and education to all residents.

ARTICLE 20. Stow Cultural Council

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Five Hundred Dollars (\$5,500), or any other sum, to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Four Thousand Dollars (\$4,000) of these funds to be used to support SpringFest activities, or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 21. Stow TV Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from the PEG Access and Cable Related Fund, the sum of One Hundred Sixty Thousand Nine Hundred Forty-One Dollars and Thirty Cents (\$160,941.30), or any other sum, to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV, or take any action relative thereto.

(Stow TV)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

Stow TV is managed by LACAC which receives revenues from the town's cable customers (as a fee on your cable bill) to pay for its operating expenses. StowTV is virtually if not completely financially self-sustaining as funding for this station is provided through a license agreement originally with AT&T and now with Comcast and Verizon.

ARTICLE 22. Holiday Decorations and Lighting Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), or any other sum, to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties, or take any other action relative thereto.

(Highway Department)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 23. Employee Educational Incentive Program

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Hundred Forty-Five Thousand Dollars (\$145,000), or any other sum to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town's employee educational incentive program, or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This article authorizes additional income for Town Employees that is NOT found in the Wage and Salary schedule Article 4. Note this Fund is decreasing by \$10,000 over this FY20 Fiscal year.

The impetus that led to the creation of Stow's town-wide employee EIP bonus pay program originated in 1999 when the Stow police union sought an increase in their already existing annual employee educational incentive bonus program. At that time, the police union contract provided 5%, 10% and 15% annual employee bonus pay respectively for individuals with an AA degree, BA degree or MA degree.

In 1999 only employees of the police and teachers unions were receiving EIP bonus pay.

At the annual town meeting in May 2001, a proposed town-wide employee EIP bonus pay program, matching the Police union percentages, was approved and put into force and effect for FY-2002.

As is the case with the police union EIP, the approved town-wide employee EIP program offers 5%, 10% and 15% respectively for an AA degree, a BA/BS degree and an MA/MS degree earned from an accredited college/university upon receipt and review of an employee's official transcript by the town administrator.

ARTICLE 24. Audit of Financial Records

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Five Thousand Dollars (\$25,000), or any other sum, for a Town financial audit and other Treasurer/Collector-related services; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 25. Transfer to OPEB Trust Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Thirty-Five Thousand Dollars (\$235,000), or any other sum, to be added to the OPEB (Other Post-Employment Benefits) Trust Fund, or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

OPEB principally involves funding retiree health care benefits, but also may include life insurance, disability, legal and other services. These benefits are provided by State and Local Governments to their retired employees. Until this Fiscal year, the Town of Stow has funded the OPEB Trust Fund a “pay-as-you-go” policy, meaning the Town pays for the retiree benefits from current year’s taxes. However, in FY2019, The Town Administrator engaged an consultant to review and help recommend the ideal amount of money to contribute to the OPEB Trust Fund. This year’s OPEB contribution was derived from this analysis. This contribution amount will be reevaluated annually by the Town Administrator using the plan from the consultings and adjusted up or down, if necessary.

ARTICLE 26. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Five Thousand Nine Hundred Fifty-Eight Dollars (\$55,958), or any other sum, as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan, or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

This article transfers money collected through the Tax Bills of Harvard Acres residents who applied for and received Loans from the State to expenses associated with digging wells about 10 years ago. The Town collects the 1% fee to administer the loans on behalf of the State.

ARTICLE 27. Water System Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Six Thousand Dollars (\$26,000), or any other sum, to be added to any balance remaining from previous appropriations, to be expended by the Facility Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems, or take any action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

The town has two public water systems, one for Town Hall, the other at Pompositticut Community Center. This money pays for monthly water testing of these systems.

ARTICLE 28. Board of Selectmen's Small Purchases Fund

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), or any other sum to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Board of Selectmen, or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This article funds a Small Purchases fund at the Selectmen's discretion for projects to help out other Department with engineering projects.

ARTICLE 29. Lake Boon Water Quality Remediation

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twelve Thousand Dollars (\$12,000), or any other sum, to be expended under the direction of the Lake Boon Commission, for the purpose of weed control, or take any other action relative thereto.

(Lake Boon Commission)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This money is used to fight weeds in Lake Boon.

ARTICLE 30. Planning Board Engineering/Consulting and Master Plan Expenses

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum, to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses; or take any other action relative thereto.

(Planning Board)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 31. Community Preservation Expenses

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from FY 2021 Community Preservation Fund Annual Reserves the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the FY 2021, in accordance with a budget prepared for the Town Administrator; or take any other action relative thereto.

(Community Preservation Committee)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

Note that residents pay a separate 3% CPA tax which funds Community Preservation Act (CPA) Programs.

ARTICLE 32. Community Preservation Reserves

(CONSENT CALENDAR)

To see if the Town will vote to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from FY 2021 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects; or take any other action relative thereto.

1. Preservation of Historic Resources	\$100,000
2. Preservation of Open Space	\$100,000

3. Affordable Housing \$100,000
(Community Preservation Committee)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

This article does not affect the tax rate as the Article transfers funds to their statutorily defined allocations.

CONCLUSION OF CONSENT CALENDAR

ARTICLE 33. Capital Requests

To see if the Town will vote to appropriate and transfer from available funds as set forth below, or any other sums, for the purposes indicated in the recommended Capital Outlay Program; or take any other action relative thereto.

(Capital Planning Committee)

	Department	Item	Amount
1.	Building Department	Town Building Doors – ADA-Compliant Doors	\$15,000
	<i>The Finance Committee does NOT recommend approval of this article. Passage of the article increases expenditures.</i>		
2.	Building Department	Library Roof & HVAC Repairs	\$80,000
	<i>The Finance Committee recommends approval of this article. Passage of the article increases expenditures.</i>		
3.	Highway Department	6 Wheel Dump Truck	\$243,000
	<i>The Finance Committee recommends approval of this article. Passage of the article increases expenditures.</i>		
4.	Highway Department	October Lane Resurfacing	\$26,800
	<i>The Finance Committee does NOT recommend approval of this article. Passage of the article increases expenditures.</i>		
5.	Highway Department	Hudson Road Culvert Replacement	\$110,000
	<i>The Finance Committee recommends approval of this article. Passage of the article increases expenditures.</i>		
6.	Planning Board	Complete Streets Projects	\$30,000
	<i>The Finance Committee does NOT recommend approval of this article. Passage of the article increases expenditures.</i>		
7.	Police Department	Police pickup, laptop and radio	\$50,628
	<i>The Finance Committee does NOT recommend approval of this article. Passage of the article increases expenditures.</i>		
8.	Nashoba Regional School District	Hale - HVAC Compressor Replacement	\$26,000
	<i>The Finance Committee recommends approval of this article. Passage of the article increases expenditures.</i>		

	Department	Item	Amount
9.	Nashoba Regional School District	Hale - Classroom reconfiguration to office space	\$82,250
	<i>The Finance Committee does NOT recommend approval of this article. Passage of the article increases expenditures.</i>		
10.	Nashoba Regional School District	Hale - Exterior Door Replacement	\$50,000
	<i>The Finance Committee recommends approval of this article. Passage of the article increases expenditures.</i>		
11.	Nashoba Regional School District	Hale - Water Tank Repair (retroactive to FY20)	\$39,585
	<i>The Finance Committee recommends approval of this article. Passage of the article increases expenditures.</i>		

ARTICLE 34. Legal Services

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds the sum of Fifty Thousand Dollars, (\$50,000), or any other sum, to be added to any balance remaining from any previous appropriation, for the purpose of funding the Town’s general Legal account, or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

Note that the expense has declined by 60% this year over this Fiscal Year’s budget of \$30,000.

ARTICLE 35. Purchase Trailer for Cemetery Department

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of Four Thousand Dollars (\$4,000), or any other sum, in order to fund the cost of purchasing a 16-foot factory-made trailer, to be expended under the direction of the Cemetery Committee, or take any other action relative thereto

(Cemetery Committee)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

The Cemetery Manager trailer is broken and needs it to perform his responsibilities.

ARTICLE 36. Construction and Maintenance of Water Holes for Firefighting Operations

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), to be added to any balance remaining and previously appropriated for construction and maintenance of water holes and cisterns, or any other sum, to be expended under the direction of the Fire Chief, for the purpose of constructing and maintaining water holes, cisterns and hydrants to support firefighting operations, or take any other action relative thereto.

(Fire Department)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 37. Shared Housing Services

To see if the Town will vote to raise and appropriate and transfer from available funds, the sum Twelve Thousand Dollars (\$12,000) or any other sum, to be expended by the Stow Municipal Affordable Housing Trust or the Planning Board, for the purpose of contracting with the Town of Hudson for the purposes of procuring affordable housing-related services regionally, including but not limited to monitoring services, for the benefit of Stow residents, or take any other action relative thereto.

(Stow Municipal Affordable Housing Trust)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

For the last 8 years, Stow Municipal Affordable Housing Trust (SMHT), on behalf of the Town, has contracted with the Town of Hudson to monitor our existing housing stock and to ensure none of it falls into foreclosure before SMAHT can consider purchasing it for affordable housing. It also funds some legal work letting the housing residents know their responsibilities as residents of the Town's Affordable housing stock. A similar amount of money was requested two years and approved by the voters.

ARTICLE 38. Veterans' Benefits

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Twenty-Nine Thousand Eight Hundred Dollars (\$29,800), or any other sum to be added to any remaining balance, to be expended by the Veterans' Service Officer, to provide services to Stow veterans, or take any other action relative thereto.

(Board of Selectmen)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

It is worth noting that this expense has reduced this year which reflects either healthier veterans that need less health care or veterans have move out of town. The Town pays this budget first and then the State reimburses the Town at 75% of the total.

ARTICLE 39. Norfolk County Agricultural High School Assessment

To see if the Town will vote to raise and appropriate, or appropriate and transfer, the sum of Fifty Thousand Four Hundred Seventy-Five Dollars (\$50,475), or any other sum, for the purpose of paying the FY 2021 Norfolk County Agricultural High School assessment and transportation for the attendance for one Stow student for one year, or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This article funds the cost to send one Stow student to the Norfolk County Agricultural High School in FY-21. By way of comparison, it is approximate \$40,000 to send one student to Minuteman and although no precise number is known, it is an educated guess-timated that the cost to send a student to NRHS is around \$23,000. (The Finance Committee has requested that the NRSD give us a more precise amount again this year but have not received an answer as of May 27th, 2020).

ARTICLE 40. Assabet River Water Chestnut Control

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Three Hundred Dollars (\$2,300.00), or any other sum, to be expended under the direction of OARS, Inc., for the purpose of control of invasive water chestnut plants in the Assabet River in Stow, or to take any other action relative thereto.

(Conservation Commission)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This article funds river clean up expenses and possibly a small stipend for a volunteer coordinator. The Voters approved a similar amount of funds this FY20 Fiscal year.

ARTICLE 41. Amend General Bylaw – Town Election Date

To see if the town will vote to amend the Stow General Bylaws, Article 1, Section 2 to read in its entirety as written below, or to take any action there to.

(Town Clerk)

The Finance Committee will make a recommendation at the Town Meeting. Passage of the article MAY increase expenditures as there may be additional election costs generated by the Town Clerk.

There was a public hearing on this article after our public hearing and the Finance Committee is waiting for the outcome of that meeting to make a recommendation.

SECTION 2. The annual town meeting for the election of officers and such other matters as may be voted on the official ballot shall be held on the Saturday of May of each year, immediately following the start of the annual meeting, provided that in no event shall such election be held later than the third Saturday in May.

Summary

The change to Saturday is requested because the polling locations are in the schools and school is not in session on Saturdays. Student safety is a priority and the students are not in the building on Saturday. If the school closes on a Tuesday for an election, it means adding another day to the end of the year. There is more parking for voters when school is not in session. This may help increase voter turnout. Town elections typically draw 10% turnout.

Annotated version

Add - **Bold Underline**

Delete – ~~strike through~~

SECTION 2. The annual town meeting for the election of officers and such other matters as may be voted on the official ballot shall be held on the ~~Tuesday~~ **Saturday** of May of each year, ~~which falls on the eighth day following the date of the~~ **immediately following** start of the annual meeting, provided that in no event shall such election be held later than the ~~last Tuesday~~ **third Saturday** in May.

ARTICLE 42. Amend Boating Regulations and Police Regulations at Lake Boon

To see if the Town will vote to amend the General Bylaw by amending Article 6. Police Regulations, Section 21. Boating Regulations at Lake Boon to read in its entirety as stated below; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the General Bylaw, or to take any other action relative thereto.

(Lake Boon Commission)

The Finance Committee will make a recommendation at the Town Meeting. It is not known if the passage of the article will increase expenditures.

ARTICLE 6. POLICE REGULATIONS

SECTION 21. Boating Regulations at Lake Boon

Lake Boon is a Great Pond in the state of Massachusetts. That means that it is governed by the boating regulations established by the state, and it is the boater's responsibility to know and follow those laws and regulations. In addition, there are specific rules on Lake Boon, violation of which could result in a fine.

RULE 1. SPEED

(A) No person shall operate any motor boat on Lake Boon at a speed that is greater than is reasonable and proper under the circumstances and conditions then existing, or operate same or manipulate any water skis, wake board, tube or similar device in a negligent manner so that the lives or safety of the public might be endangered or property damaged.

(B) Speed in any of the narrows shall be such that no appreciable wake is produced, but in no case to exceed the minimum necessary to maintain steerage way. The Narrows are defined as the areas between the first and second, and second and third, and third and fourth basins.

(C) Speed during the period from one-half hour after sunset until one-half hour before sunrise shall be such that no appreciable wake is produced, but in no case to exceed the minimum necessary to maintain steerage way.

(D) The hours of 2-6 PM on Sundays and on the Massachusetts State holidays of Memorial Day, Independence Day, Labor Day and Columbus Day are designated for canoeing, sailing, swimming and other non-motorized uses of the Lake, and the maximum speed of any motorboat shall be the minimum necessary to maintain steerage way.

RULE 2. WATER SKIING & TOWING

(A) Water skiing, tubing and wake board riding is prohibited in any of the narrows, and in the third and fourth basins.

(B) Only one tow line is permitted from a boat, and the towing of more than two (2) persons on any towed device is hereby prohibited.

(C) No tow line shall exceed seventy-five (75) feet from the point of contact on the tow boat to the object being towed.

RULE 3. BOATS

(A) No vessel may be used as a residence, either permanently or temporarily, on the waters of Lake Boon.

(B) No air boat, so-called, which requires a propeller or propellers which are located above the surface of the water for the propulsion of a boat shall be used or allowed on the waters of Lake Boon except vessels as described above which are operated by any governmental subdivision or department.

(Section 21 adopted 2/26/63)

Summary

Changes to the Lake Boon Boating Regulations are required to bring them into appropriate compliance with Massachusetts General Law, and other minor adjustments are being made to reflect more current circumstances.

Annotated version

Add - **Bold Underline**

Delete – ~~strike through~~

ARTICLE 6. POLICE REGULATIONS

SECTION 21. Boating Regulations at Lake Boon

Lake Boon is a Great Pond in the state of Massachusetts. That means that it is governed by the boating regulations established by the state, and it is the boater's responsibility to know and follow those laws and regulations. In addition, there are specific rules on Lake Boon, violation of which could result in a fine.

~~Rule 1. No person operating a craft propelled by other than muscular power shall allow said craft to approach closer than seventy five (75) feet to another craft unless said second craft is stopped and a closer approach is for the purpose of communicating with the occupants of the second craft; nor circle around any craft in a manner as to annoy or endanger the occupants of other crafts; nor pass between moored rafts or floats and the shore. No craft shall operate at a speed that endangers the life, limb or property of any person. No towline shall exceed seventy five (75) feet from the point of contact on tow boat to object being towed. (amended 5/20/74)~~

~~Rule 2.~~

~~A. EQUIPMENT~~

~~All motor or power boats on the Lake, whether or not required to be registered under State law shall display the lights and be equipped with a proper muffler or underwater exhaust as is or may be required by Sections 5 and 6 of Chapter 275, Acts of 1960, or acts in amendment thereof, or regulations made thereunder.~~

~~B. RULE 1. SPEED~~

~~(1A) No person shall operate any motorboat on the Lake at a speed that is greater than is reasonable and proper under the circumstances and conditions then existing, or operate same or manipulate any water skis, surfboard or similar device in a negligent manner so that the lives or safety of the public might be endangered or **property damaged.**~~

~~(2B) Speed in any of the narrows shall be such that no appreciable wake is produced, but in no case to exceed the minimum necessary to maintain steerage way. **The Narrows are defined as the areas between the first and second, and second and third, and third and fourth basins.** (amended 5/20/74, 5/8/84)~~

~~(3C) Speed during the period from one-half hour after sunset until one-half hour before sunrise shall be such that no appreciable wake is produced, but in no case to exceed the minimum necessary to maintain steerage way. (amended 5/20/74, 5/8/84)~~

~~(4D) The hours of 2:00 to 6:00 P.M. on Sundays and **on the Massachusetts State** holidays, ~~including of~~ Memorial Day, Independence Day, and Labor Day, **and Columbus Day** are designated for canoeing, sailing, swimming and other non-motorized uses of the Lake, and the maximum speed of any motorboat shall be the minimum necessary to maintain steerage way. (amended 5/8/84)~~

~~C. RULE 2. WATER SKIING & TOWING~~

~~(1A) Water skiing and skipboard **wake board** riding is prohibited in **any of** the narrows, ~~between the first and second and second and third and~~ **in the** third and fourth basins at all times, and is prohibited on all the waters of the~~

~~Lake between 2:00 and 6:00 P.M. on all Sundays and holidays including Memorial Day, Independence Day and Labor Day. (amended 5/8/84)~~

~~(2) No person operating a boat with a water skier, skipboard rider or similar device in tow shall bring such device, or rider or the boat within seventy five (75) feet of any other boat, dock, pier, raft, wharf, float or a person or persons swimming or any part of the shore except to embark or disembark, and except as allowed under Rule 2.C.(1), in the performance of official duties or to render assistance to a boat or person in need of it. (amended 5/20/74)~~

(B) Only one tow line is permitted from a boat, and the towing of more than two (2) persons on any towed device is hereby prohibited.

(C) No tow line shall exceed seventy-five (75) feet from the point of contact on the tow boat to the object being towed.

~~(3) Two persons, an operator and an observer, shall be in any boat towing a skier, skipboard, or similar device.~~

~~(4) The towing of two or more persons on skis, skip or surfboard or other device is hereby prohibited.~~

~~(5) No craft, skier, or towed object may go beyond the markers set by the Commission at Hanson's Beach except for the purpose of docking at a permanent dock. Craft proceeding to dock or leaving said dock shall enter and leave without delay from the marked area and shall be operated so as not to endanger any swimmer.~~

~~Rule 3. When any person having charge of a vessel, canoe, boat or motorboat approaches another vessel, canoe, boat or motorboat, head and head, that is, end on, or nearly so, it shall be the duty of each craft to pass on the left side of the other. But, if the course of such vessel, canoe, boat or motorboat is so far on the left side of each other as not to be considered as meeting head and head, each shall pass on the left side of each other. When any person having charge of a vessel, canoe, boat or motorboat overtakes another vessel, canoe, boat or motorboat, it shall be the duty of the person in charge of the overtaking boat to pass on the left side. (amended 5/20/74)~~

RULE 3. BOATS

~~Rule 4. Any person who violates any provision of the bylaw shall be punished by a fine of not more than Fifty (50) Dollars.~~

~~Rule 5.~~

~~(A.) Houseboats: No vessel may be used as a residence, either permanently or temporarily, on the waters of Lake Boon. (added 3/8/72)~~

~~(B.) No air boat, so-called, which requires a propeller or propellers which are located above the surface of the water (and said propeller or propellers are used with a motor of more than twenty five [25] horsepower) for the propulsion of a boat shall be used or allowed on the waters of Lake Boon except vessels as described above which are operated by any governmental subdivision or department. (added 3/8/72)~~

~~(Section 21 adopted 2/26/63)~~

ARTICLE 43. Amend Zoning Bylaw to Allow Outdoor Dining through Special Permit

To see if the Town will vote to amend the Zoning Bylaw by Amending Section 3.3.2.4 (Business District Uses), Section 3.10 (Table of Principle Uses), and Section 7.3.3.5 (Schedule of Minimum Parking) as stated below, or to take any other action relative thereto.
(Planning Board)

The Finance Committee will make a recommendation at the Town Meeting. It is not known if the passage of the article will increase expenditures.

(A) Amend Section 3.3.2.4 (Business District Uses) as stated below:

3.3.2.4. Restaurants or other places for serving food within the BUILDING, or offered through accessory outdoor service on a patio or seating area. Specifically excluded is any establishment whose principal method of operation includes sale of food and beverages in paper, plastic, or other disposable containers; or where food and beverages are served directly to the customer in a motor vehicle;

(B) Amend Section 3.10 (Table of Principle Uses) to read in its entirety as stated below:

Table of Principle Uses

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
<u>General Uses</u>									
Agriculture	Y (4)	N	Y	Y	Y	Y	Y	Y	NR
Conservation	Y	Y (5)	Y	Y	Y	Y	Y	Y	NR
Recreation	SPA (4)	N	N	SPP	N	SPP	SPA	SPP	(3)
<u>Residential Uses</u>									
Single Family DWELLING	Y (4) (11)	N	Y SPP(11)	N	N	N	N	N	(3)
Single Family DWELLING with ACCESSORY APARTMENT	SPP (4) (7) (11)	N	SPP (7) (11)	N	N	N	N	N	(3)
Duplex DWELLINGS	SPP (4) (11)	N	N	N	N	N	N	N	(3)
Multi-Family DWELLING	SPP(4) (11)	N	N	N	N	N	N	N	(3)
Conversion to 2-Family DWELLING	SPA (4)	N	N	N	N	N	N	N	(3)
Combined Residence/ Home Occupation	Y (4)	N	Y	N	N	N	N	N	NR
Bed & Breakfast Home	Y (4)	SPA (1)	N	N	SPP (3)	N	N	N	R
Bed & Breakfast Home or Establishment	SPA (1) (4)	SPA (1)	N	N	SPP (1)	N	N	N	(3)
Boarding House or Rooming House	Y (4)	N	Y	N	N	N	N	N	R
Playgrounds	SPA (4)	N	N	N	N	N	N	N	(3)
Conservation Areas, Farming and Horticul-	Y (4)	N	Y	Y	Y	Y	Y	Y	R

ture, Orchards, Nurseries, Forests, Tree Farms, Sale of Farm Produce									
Storage of Farm Vehicles	Y (4)	N	N	N	N	N	N	N	NR
ACCESSORY BUILDINGS & Uses	Y (4)	Y	Y	SPP	SPP	Y	SPA	SPP	(3)
Hammerhead LOTs	SPP (4)	N	N	N	N	N	N	N	(3)

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
INDEPENDENT ADULT LIVING RESIDENCE	N	SPP (9) (11)	N	N	N	N	N	N	(3)
ACTIVE ADULT NEIGHBORHOOD	N	N	N	SPP (10)	SPP (10)	N	N	N	(3)
Common Drives	Y	N	N	N	N	N	N	N	R
<u>Institutional Uses</u>									
CHILD CARE FACILITY	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
FAMILY DAY CARE HOME	Y (6) (4)	N	Y	N	N	N	N	N	R
Private Schools & Colleges, Dance & Music Studios	SPA (4)	N	N	N	N	N	N	N	(3)
Nursing Homes	SPA (4)	N	N	N	N	N	N	N	(3)
Day Camps, Overnight Camps, and Camp Sites	N	N	N	SPP	N	SPP	N	SPP	(3)
Municipal	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Public Service Corporation	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Religious	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Educational (Non-Profit)	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Wireless Communication Facilities	SPP (8)	N	N	SSP(8)	SSP(8)	SPP (8)	N	SSP(8)	(3)
<u>Business & Commercial Uses</u>									
TOURIST HOMES, or LODGING HOUSES	N	SPA (1)	N	N	SPP (1)	N	N	N	(3)
Business or Professional Offices	N	SPP (1)	SPP	SPP (2)	SPP (1)	N	N	SPP (2)	(3)
Retail Stores or Service Establishments	N	SPP (1)	SPP	N	SPP (1)	N	N	N	(3)
Banks	N	SPP	SPP	N	SPP	N	N	N	(3)
U.S. Post Offices	N	SPP	SPP	N	N	N	N	N	(3)
Salesrooms for Automobiles, Bicycles, Farm Implements, Boats, and Similar Equipment	N	SPP	N	N	SPP (1)	N	N	N	(3)
Retail Store as part of a REGISTERED MARIJUANA DISPENSARY	N	SPP (1)(12)	N	N	N	N	N	N	(3)
MARIJUANA RETAILER	N	SPP (12) (20)	N	N	N	N	N	N	(3)

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
Restaurants, including those offering accessory outdoor service on a patio or seating area	N	SPP	N	SPP	SPP	SPP	N	SPP	(3)
Country Clubs or Other MEMBERSHIP CLUBS	N	SPA	N	SPP	N	SPP	N	SPP	(3)
Golf Courses	SPP (4)	N	N	SPP	N	SPP	N	SPP	(3)
Ski Areas, MARINAs & Boat Landings	SPA(4)	N	N	SPP	N	SPP	N	SPP	(3)
Cross Country Ski Areas	SPP (4)	N	N	N	N	N	N	N	(3)
Parking Areas for Employees, Customers or Visitors	N	SPP	SPP	SPP	SPP	N	N	SPP	(3)
HOTELS MOTELS	N	SPA	N	N	N	N	N	N	(3)
Theaters, Bowling Alleys, Skating Rinks, Clubs or Assembly within the BUILDING	N	SPA	N	N	N	N	N	N	(3)
Funeral Home, Mortuaries or Crematories	N	N	N	N	SPP	N	N	N	(3)
Veterinary Hospitals, Stables & Kennels, Raising or Breeding of Animals for Sale, and Boarding Animals	SPA (4)	N	N	N	N	N	N	N	(3)
Printing, Publishing or Commercial Reproduction or Photo Processing Establishments, Offices, Medical or Dental Labs, and Research Laboratories	N	N	N	N	SPP (2)	N	N	N	(3)
Building Materials Salesrooms & Yards, Contractor's Yards, Wholesale Distribution Plants, Storage Warehouses	N	N	N	N	SPP	N	N	N	(3)
Gasoline Service Stations, Garages or Repair Shops	N	SPA	N	N	N	N	N	N	(3)
Utility Structures, Passenger Depots and Terminals	N	N	N	N	SPP	N	N	N	(3)
Screened Storage	N	N	N	SPP	SPP	N	N	SPP	(3)
Cafeterias for Employees	N	N	N	SPP	N	N	N	SPP	(3)
Access to Industrial Zoned Land	N	Y	N	N	N	N	N	N	(3)

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
<u>Industrial Uses</u>									
Manufacturing Enterprises	N	N	N	SPP	N	N	N	SPP	(3)
Research Laboratories with Incidental	N	N	N	SPP (2)	N	N	N	SPP (2)	(3)

Assembly or Manufacture									
Sanitary Landfill	N	N	N	N	N	N	N	SPS	(3)
Refuse Transfer Station	N	N	N	N	N	N	N	SPS	(3)
Refuse Incinerator	N	N	N	N	N	N	N	SPS	(3)
COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION	SPP	SPP	N	Y	Y	SPP	N	Y	(3)
CRAFT MARIJUANA CULTIVATOR COOPERATIVE	N	N	N	SPP (13)(14)	SPP (13)(14)	N	N	N	(3)
MARIJUANA CULTIVATOR	N	N	N	SPP (13)(15)	SPP (13)(15)	N	N	N	(3)
MARIJUANA PRODUCT MANUFACTURER	N	N	N	SPP (13)(16)	SPP (13)(16)	N	N	N	(3)
MARIJUANA RESEARCH FACILITY	N	N	N	SPP (13)(17)	SPP (13)(17)	N	N	N	(3)
MARIJUANA INDEPENDENT TESTING LABORATORY	N	N	N	SPP (13)(18)	SPP (13)(18)	N	N	N	(3)
MARIJUANA MICROBUSINESS	N	N	N	SPP (13)(19)	SPP (13)(19)	N	N	N	(3)

- (1) Uses permitted by right provided that the BUILDING is less than 1,000 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.
- (2) Uses permitted by right provided that the BUILDING is less than 1,500 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.
- (3) All uses requiring a Special Permit are subject to Site Plan Approval requirements as part of the special permit process.
- (4) Refer to Section 7.3.3.3 of this Bylaw to determine parking requirements for uses permitted in the Residential District.
- (5) Allowed in accordance with the provisions of M.G.L., Ch. 40A, Section 3.
- (6) Allowed as accessory use only.
- (7) Allowed without special permit in accordance with Section 8.1.2 of this Bylaw.
- (8) Wireless Service Facilities shall be allowed by special permit only on land located in the Wireless Service Facility District.
- (9) The total number of INDEPENDENT ADULT UNITS shall not exceed 6% of the total single family DWELLING UNITS in Stow.
- (10) An Active Adult Neighborhood shall be allowed by Special Permit only on land located in the Active Adult Neighborhood District.
- (11) Provisions of Section 8.9, Inclusion of Affordable Housing, may apply.

- (12) MARIJUANA RETAILERS and the Retail component of a REGISTERED MARIJUANA DISPENSARY are allowed by Special Permit within the Business District, in accordance with Section 5.5 of the BYLAW and pursuant to Department of Public Health Regulations 105 CMR 175.000 and Cannabis Control Commission Regulations 935 CMR 500.
- (13) MARIJUANA CULTIVATORS, CRAFT MARIJUANA CULTIVATOR COOPERATIVES, MARIJUANA RESEARCH FACILITIES, MARIJUANA INDEPENDENT TESTING LABORATORIES, MARIJUANA PRODUCT MANUFACTURERS, MARIJUANA MICROBUSINESSES, and MARIJUANA TRANSPORTERS are allowed in the REGISTERED MARIJUANA ESTABLISHMENT Overlay District, pursuant to Section 5.5 of the BYLAW, and Cannabis Control Commission regulations 935 CMR 500.
- (14) Notwithstanding the allowances stated in the Table of Principal Uses, CRAFT MARIJUANA CULTIVATOR COOPERATIVES shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (15) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA CULTIVATORS shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (16) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA PRODUCT MANUFACTURERS shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (17) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA RESEARCH FACILITIES shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (18) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA INDEPENDENT TESTING LABORATORY's shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (19) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA MICROBUSINESSES shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (20) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA RETAILERS shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.

Prohibited Uses - All uses not specifically named in the text of the bylaw are prohibited.

(C) Amend Section 7.3.3.5 (Schedule of Minimum Parking) to read in its entirety as stated below:

7.3.3.5. Business

Retail stores not listed below, general and personal services, studio	1 space for each 200 sq. ft. of GROSS FLOOR AREA.
Business or professional office	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Restaurant, funeral home	1 space for each 3 seats, including seats provided outdoors seasonally and year-round, plus 1 space for each employee on the largest shift.
Quick food restaurant, video rental store, other quick service	1 space for each 30 sq. ft. of GROSS FLOOR AREA.

establishments	
Motor vehicle service station, repair or body shop	4 spaces for each service bay and work area.
Shopping center	1 space per 250 sq. ft. of gross leasable area.
Vehicle dealership, boat sales, rentals	1 space per 1,500 sq. ft. of GROSS FLOOR AREA and 1 space per 1,500 sq. ft. of exterior display area
Veterinary, kennel	2 spaces per exam room plus 1 space for each additional employee on largest shift.
Medical center, laboratories	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Building trade shop	1 space for each 800 sq. ft. of GROSS FLOOR AREA.
Convenience store	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Financial institutions	1 space per 300 sq. ft. of GROSS FLOOR AREA.
HOTEL, INN, MOTEL	1 space for each bedroom plus 10 per 1,000 sq. ft. of GROSS FLOOR AREA and adequate spaces for delivery vehicles.

Summary

The purpose of this article is to allow restaurants the opportunity to provide accessory outdoor dining through the Special Permit process. Passage of Article 1 requires a 2/3 majority vote at Town Meeting.

Annotated Version

Additions are underlined

Deletions are ~~strike through~~

(A) Amend Section 3.3.2.4 (Business District Uses) as stated below:

3.3.2.4. Restaurants or other places for serving food within the BUILDING, or offered through accessory outdoor service on a patio or seating area. Specifically excluded is any establishment whose principal method of operation includes sale of food and beverages in paper, plastic, or other disposable containers; ~~and where consumption of foods and beverages on the premises outside the restaurant BUILDING or within parked motor vehicles on the premises is allowed and encouraged;~~ or where food and beverages are served directly to the customer in a motor vehicle;

(B) Amend Section 3.10 (Table of Principle Uses) to read in its entirety as stated below:

Table of Principle Uses

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
<u>General Uses</u>									
Agriculture	Y (4)	N	Y	Y	Y	Y	Y	Y	NR
Conservation	Y	Y (5)	Y	Y	Y	Y	Y	Y	NR

Recreation	SPA (4)	N	N	SPP	N	SPP	SPA	SPP	(3)
<u>Residential Uses</u>									
Single Family DWELLING	Y (4) (11)	N	Y SPP(11)	N	N	N	N	N	(3)
Single Family DWELLING with ACCESSORY APARTMENT	SPP (4) (7) (11)	N	SPP (7) (11)	N	N	N	N	N	(3)
Duplex DWELLINGS	SPP (4) (11)	N	N	N	N	N	N	N	(3)
Multi-Family DWELLING	SPP(4) (11)	N	N	N	N	N	N	N	(3)
Conversion to 2-Family DWELLING	SPA (4)	N	N	N	N	N	N	N	(3)
Combined Residence/ Home Occupation	Y (4)	N	Y	N	N	N	N	N	NR
Bed & Breakfast Home	Y (4)	SPA (1)	N	N	SPP (3)	N	N	N	R
Bed & Breakfast Home or Establishment	SPA (1) (4)	SPA (1)	N	N	SPP (1)	N	N	N	(3)
Boarding House or Rooming House	Y (4)	N	Y	N	N	N	N	N	R
Playgrounds	SPA (4)	N	N	N	N	N	N	N	(3)
Conservation Areas, Farming and Horticulture, Orchards, Nurseries, Forests, Tree Farms, Sale of Farm Produce	Y (4)	N	Y	Y	Y	Y	Y	Y	R
Storage of Farm Vehicles	Y (4)	N	N	N	N	N	N	N	NR
ACCESSORY BUILDINGS & Uses	Y (4)	Y	Y	SPP	SPP	Y	SPA	SPP	(3)
Hammerhead LOTS	SPP (4)	N	N	N	N	N	N	N	(3)

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
INDEPENDENT ADULT LIVING RESIDENCE	N	SPP (9) (11)	N	N	N	N	N	N	(3)
ACTIVE ADULT NEIGHBORHOOD	N	N	N	SPP (10)	SPP (10)	N	N	N	(3)
Common Drives	Y	N	N	N	N	N	N	N	R
<u>Institutional Uses</u>									
CHILD CARE FACILITY	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
FAMILY DAY CARE HOME	Y (6) (4)	N	Y	N	N	N	N	N	R
Private Schools & Colleges, Dance & Music Studios	SPA (4)	N	N	N	N	N	N	N	(3)
Nursing Homes	SPA (4)	N	N	N	N	N	N	N	(3)
Day Camps, Overnight Camps, and Camp Sites	N	N	N	SPP	N	SPP	N	SPP	(3)
Municipal	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Public Service Corporation	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Religious	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R

Educational (Non-Profit)	Y (5) (4)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	Y (5)	R
Wireless Communication Facilities	SPP (8)	N	N	SSP(8)	SSP(8)	SPP (8)	N	SSP(8)	(3)
<u>Business & Commercial Uses</u>									
TOURIST HOMES, or LODGING HOUSEs	N	SPA (1)	N	N	SPP (1)	N	N	N	(3)
Business or Professional Offices	N	SPP (1)	SPP	SPP (2)	SPP (1)	N	N	SPP (2)	(3)
Retail Stores or Service Establishments	N	SPP (1)	SPP	N	SPP (1)	N	N	N	(3)
Banks	N	SPP	SPP	N	SPP	N	N	N	(3)
U.S. Post Offices	N	SPP	SPP	N	N	N	N	N	(3)
Salesrooms for Automobiles, Bicycles, Farm Implements, Boats, and Similar Equipment	N	SPP	N	N	SPP (1)	N	N	N	(3)
Retail Store as part of a REGISTERED MARIJUANA DISPENSARY	N	SPP (1)(12)	N	N	N	N	N	N	(3)
MARIJUANA RETAILER	N	SPP (12) (20)	N	N	N	N	N	N	(3)

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
Restaurants, including those offering accessory outdoor service on a patio or seating area	N	SPP	N	SPP	SPP	SPP	N	SPP	(3)
Country Clubs or Other MEMBERSHIP CLUBs	N	SPA	N	SPP	N	SPP	N	SPP	(3)
Golf Courses	SPP (4)	N	N	SPP	N	SPP	N	SPP	(3)
Ski Areas, MARINAs & Boat Landings	SPA(4)	N	N	SPP	N	SPP	N	SPP	(3)
Cross Country Ski Areas	SPP (4)	N	N	N	N	N	N	N	(3)
Parking Areas for Employees, Customers or Visitors	N	SPP	SPP	SPP	SPP	N	N	SPP	(3)
HOTELS MOTELS	N	SPA	N	N	N	N	N	N	(3)
Theaters, Bowling Alleys, Skating Rinks, Clubs or Assembly within the BUILDING	N	SPA	N	N	N	N	N	N	(3)
Funeral Home, Mortuaries or Crematories	N	N	N	N	SPP	N	N	N	(3)
Veterinary Hospitals, Stables & Kennels, Raising or Breeding of Animals for Sale, and Boarding Animals	SPA (4)	N	N	N	N	N	N	N	(3)
Printing, Publishing or Commercial Reproduction or Photo Processing Establishments, Offices, Medical or Dental Labs, and Research Laboratories	N	N	N	N	SPP (2)	N	N	N	(3)
Building Materials Salesrooms & Yards, Contractor's Yards, Wholesale Distribution Plants, Storage Warehouses	N	N	N	N	SPP	N	N	N	(3)

Gasoline Service Stations, Garages or Repair Shops	N	SPA	N	N	N	N	N	N	(3)
Utility Structures, Passenger Depots and Terminals	N	N	N	N	SPP	N	N	N	(3)
Screened Storage	N	N	N	SPP	SPP	N	N	SPP	(3)
Cafeterias for Employees	N	N	N	SPP	N	N	N	SPP	(3)
Access to Industrial Zoned Land	N	Y	N	N	N	N	N	N	(3)

Table of Principal Uses (Continued)

Principal Uses	Residential	Business	Compact Business	Industrial	Commercial	Recreation Conservation	FloodPlain Wetlands	Refuse Disposal	Site Plan Approval
<u>Industrial Uses</u>									
Manufacturing Enterprises	N	N	N	SPP	N	N	N	SPP	(3)
Research Laboratories with Incidental Assembly or Manufacture	N	N	N	SPP (2)	N	N	N	SPP (2)	(3)
Sanitary Landfill	N	N	N	N	N	N	N	SPS	(3)
Refuse Transfer Station	N	N	N	N	N	N	N	SPS	(3)
Refuse Incinerator	N	N	N	N	N	N	N	SPS	(3)
COMMERCIAL SOLAR PHOTOVOLTAIC RENEWABLE ENERGY INSTALLATION	SPP	SPP	N	Y	Y	SPP	N	Y	(3)
CRAFT MARIJUANA CULTIVATOR COOPERATIVE	N	N	N	SPP (13)(14)	SPP (13)(14)	N	N	N	(3)
MARIJUANA CULTIVATOR	N	N	N	SPP (13)(15)	SPP (13)(15)	N	N	N	(3)
MARIJUANA PRODUCT MANUFACTURER	N	N	N	SPP (13)(16)	SPP (13)(16)	N	N	N	(3)
MARIJUANA RESEARCH FACILITY	N	N	N	SPP (13)(17)	SPP (13)(17)	N	N	N	(3)
MARIJUANA INDEPENDENT TESTING LABORATORY	N	N	N	SPP (13)(18)	SPP (13)(18)	N	N	N	(3)
MARIJUANA MICROBUSINESS	N	N	N	SPP (13)(19)	SPP (13)(19)	N	N	N	(3)

- (1) Uses permitted by right provided that the BUILDING is less than 1,000 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.

- (2) Uses permitted by right provided that the BUILDING is less than 1,500 square feet GROSS FLOOR AREA, there is only one BUILDING per LOT, all parking spaces are located only in the rear yard, Site Plan Approval is granted, and 50% of the LOT area is open space.
- (3) All uses requiring a Special Permit are subject to Site Plan Approval requirements as part of the special permit process.
- (4) Refer to Section 7.3.3.3 of this Bylaw to determine parking requirements for uses permitted in the Residential District.
- (5) Allowed in accordance with the provisions of M.G.L., Ch. 40A, Section 3.
- (6) Allowed as accessory use only.
- (7) Allowed without special permit in accordance with Section 8.1.2 of this Bylaw.
- (8) Wireless Service Facilities shall be allowed by special permit only on land located in the Wireless Service Facility District.
- (9) The total number of INDEPENDENT ADULT UNITS shall not exceed 6% of the total single family DWELLING UNITS in Stow.
- (10) An Active Adult Neighborhood shall be allowed by Special Permit only on land located in the Active Adult Neighborhood District.
- (11) Provisions of Section 8.9, Inclusion of Affordable Housing, may apply.
- (12) MARIJUANA RETAILERS and the Retail component of a REGISTERED MARIJUANA DISPENSARY are allowed by Special Permit within the Business District, in accordance with Section 5.5 of the BYLAW and pursuant to Department of Public Health Regulations 105 CMR 175.000 and Cannabis Control Commission Regulations 935 CMR 500.
- (13) MARIJUANA CULTIVATORS, CRAFT MARIJUANA CULTIVATOR COOPERATIVES, MARIJUANA RESEARCH FACILITIES, MARIJUANA INDEPENDENT TESTING LABORATORIES, MARIJUANA PRODUCT MANUFACTURERS, MARIJUANA MICROBUSINESSES, and MARIJUANA TRANSPORTERS are allowed in the REGISTERED MARIJUANA ESTABLISHMENT Overlay District, pursuant to Section 5.5 of the BYLAW, and Cannabis Control Commission regulations 935 CMR 500.
- (14) Notwithstanding the allowances stated in the Table of Principal Uses, CRAFT MARIJUANA CULTIVATOR COOPERATIVES shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (15) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA CULTIVATORS shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (16) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA PRODUCT MANUFACTURERS shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (17) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA RESEARCH FACILITIES shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (18) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA INDEPENDENT TESTING LABORATORY's shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.
- (19) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA MICROBUSINESSES shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.

- (20) Notwithstanding the allowances stated in the Table of Principal Uses, MARIJUANA RETAILERS shall be prohibited in all Districts in the Town of Stow upon a vote to prohibit such USE at the October 1, 2018 Town Meeting and an affirming vote to prohibit at a local Stow election.

Prohibited Uses - All uses not specifically named in the text of the bylaw are prohibited.

(C) Amend Section 7.3.3.5 (Schedule of Minimum Parking) to read in its entirety as stated below:

7.3.3.5. Business

Retail stores not listed below, general and personal services, studio	1 space for each 200 sq. ft. of GROSS FLOOR AREA.
Business or professional office	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Restaurant, funeral home	1 space for each 3 seats, <u>including seats provided outdoors seasonally and year-round</u> , plus 1 space for each employee on the largest shift.
Quick food restaurant, video rental store, other quick service establishments	1 space for each 30 sq. ft. of GROSS FLOOR AREA.
Motor vehicle service station, repair or body shop	4 spaces for each service bay and work area.
Shopping center	1 space per 250 sq. ft. of gross leasable area.
Vehicle dealership, boat sales, rentals	1 space per 1,500 sq. ft. of GROSS FLOOR AREA and 1 space per 1,500 sq. ft. of exterior display area
Veterinary, kennel	2 spaces per exam room plus 1 space for each additional employee on largest shift.
Medical center, laboratories	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Building trade shop	1 space for each 800 sq. ft. of GROSS FLOOR AREA.
Convenience store	1 space per 250 sq. ft. of GROSS FLOOR AREA.
Financial institutions	1 space per 300 sq. ft. of GROSS FLOOR AREA.
HOTEL, INN, MOTEL	1 space for each bedroom plus 10 per 1,000 sq. ft. of GROSS FLOOR AREA and adequate spaces for delivery vehicles.

ARTICLE 44. Box Mill Bridge Article 97 Petition

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act in the form set forth below, authorizing the removal from protection pursuant to Article 97 of the Amendments to the Massachusetts Constitution portions of a certain Conservation Restriction on Carver Hill Orchard for the sole purpose of securing the easements and rights of way that are necessary for the reconstruction of the Box Mill Bridge on Box Mill Road, provided, however, that the General Court may make clerical or editorial changes of form

only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition, or take any action relative thereto.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

Notwithstanding any general or special law to the contrary, the Town of Stow Board of Selectmen is hereby authorized to take easements and rights of way on a portion of a parcel of land on Brookside Avenue identified as Stow Assessors' Map 22, Lot 2B, comprising not more than 20,000 square feet and being a portion of the property owned by the Jean F. Lord Trust described in deed recorded in the Middlesex South Registry of Deeds in Book 64351, Page 49 for the reconstruction of the Box Mill Road Bridge, without any restrictions imposed on such use by Article 97 of the Amendments to the Massachusetts Constitution, in exchange for subjecting the following parcel of land in Stow to the protections of said Article 97, to be conveyed to the care and custody of the Conservation Commission: a parcel of land on Hudson Road, shown as Stow Assessors' Map R1, Parcel 66, comprising approximately 1.15 acres.

SECTION 2. The authorization contained in Section 1 shall be contingent on the recording of a deed for Map R1, Lot 66 conveying it to the Conservation Commission and placing it under the protection of Article 97 of the Amendments to the Massachusetts Constitution, to be preserved in a natural condition and used for conservation and passive recreation.

SECTION 3. This act shall take effect upon its passage.

(Conservation Commission)

The Finance Committee will make a recommendation at the Town Meeting.

ARTICLE 45. Recapture Funds from 2019 ATM Cemetery Committee

To see if the Town will vote to approve the merger of two warrant articles. In 2015 at the Annual Town Meeting, Article #43 of the Cemetery Road Improvements has a balance today of Eight Thousand Two Hundred Eighty-Four Dollars and Forty-Nine Cents (\$8,284.49.) The Cemetery Landscape Improvement article was approved at the Annual Town Meeting in 2019 under the Consent Calendar Article #4, with a balance of Nineteen Thousand Eleven Dollars and Twenty-Five Cents (\$19,011.25.) Together totaling Twenty-Seven Thousand Two Hundred Ninety-Five Dollars and Seventy-Four Cents (\$27,295.74) to be expended by the Cemetery Department for the purpose of surveying and construction of a 6ft. wide 400 ft. long walking and equipment pathway;; with trees, shrubs, the installation of irrigation lines, and the moving of yards of material.

(Cemetery Committee)

The Finance Committee will make a recommendation at the Town Meeting. Passage of the article does NOT increase expenditures.

This article combines previously unspent voter approved Cemetery funds to be spent to create a new walkway.

ARTICLE 46. National Guard/Reserve Tax Relief

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 59, Section 5, Clause 56, whereby the Board of Assessors may grant real and personal property tax abatements up to 100 percent of the total tax assessed to members of the Massachusetts National Guard and to reservists on active duty in foreign countries for the fiscal year they performed such service, subject to eligibility to be established by the Board of Assessors to be effective beginning in the FY 2021. The authority to grant abatements under this section shall expire after 2 years of acceptance, unless extended by a vote by the town.

(Assessors)

The Finance Committee recommends approval of this article.

If approved, passage of the article may DECREASE revenue depending on how many Guardsmen take advantage of the program.

ARTICLE 47. Department of Unemployment Assistance

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Forty Thousand Dollars (\$40,000.00), or any other sum, as an additional appropriation to the FY 2012-FY 2019 Department of Unemployment Assistance.

(Treasurer)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

The State DUA rules are such that Town is liable for unemployment for employees even after they leave the Town's employ. Evidently, a former employee or a number of employees have been separated from their new job and these funds will be allocated to cover that liability.

ARTICLE 48. Tax Title Proceedings

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Dollars (2,000), or any other sum, to be added to any balance remaining and previously appropriated for Tax Title Proceedings for tax taking and land court foreclosure, including costs and legal expenses related thereto, to be expended by the Treasurer-Collector, or take any action relative thereto.

(Treasurer)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 49. Bond Issuance Fee (Prior Year Bill in Motion)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Five Hundred Dollars (\$3,500.00), or any other sum, as an additional appropriation to the FY 2019 General Obligation Bond Issuance Fee.

(Treasurer)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

There was an error in the fee, not the premium, to issue bonds in FY19.

ARTICLE 50. Misclassification of Payroll Step

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of One Thousand Nine Hundred Thirty Three Dollars (\$1,933), or any other sum, to be expended under the direction of the Chief of Police, for the purpose of paying a misclassification of a starting pay step per the police contract in FY-2019.

(Police Department)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 51. Appropriation of Bond Premium

To see if the Town will vote to appropriate One Hundred Twenty-Five Thousand Dollars (\$125,000), representing a portion of the net premium paid to the Town upon the sale of the Town's Two Million Three Hundred Fifty Thousand Dollar (\$2,350,000) General Obligation Municipal Purpose Loan of 2019 Bonds dated September 27, 2019, to pay a Thirty-One Thousand Dollar (\$31,000) portion of the cost of the fire pumper truck authorized by a vote of the Town passed May 14, 2019 (Article 35), a Forty-Three Thousand Dollar (\$43,000) portion of the cost of the Town building HVAC project authorized by a vote of the Town passed May 14, 2019 (Article 36) and a Fifty-One Thousand Dollar (\$51,000) portion of the cost of the Lower Village roadway project authorized by a vote of the Town passed June 24, 2019 (Article 34), and to reduce the amount authorized to be borrowed for such projects by a like amount.

(Treasurer)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

When the Town begins the process to issue bonds, the bond premiums are capped; however, if the premiums decrease the Town can be due a rebate. A statute requires that the FY19 rebate be applied to pay down other bonds.

ARTICLE 52. Commuter Rail Van Transportation Service

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds the sum of Ten Thousand Dollars (\$10,000), or any other sum, together with a Twenty -Five Thousand Dollar (\$25,000) state grant, for the purpose of funding a daily commuter van service pilot program from Stow to the South Acton Rail Station, or take any other action relative thereto.

(Town Administrator)

The Finance Committee will make a recommendation at the Town Meeting. It is not known if the passage of the article will increase expenditures.

ARTICLE 53. Rescind Community Preservation Deed Restriction Purchases

To see if the Town will vote to rescind the vote on Article 33 of the 2003 May Annual Town Meeting and the vote on Article 48 of the 2004 May Annual Town Meeting, for the purpose of purchasing perpetual deed restrictions to ensure continued affordability to eligible low and/or moderate income households as defined by the Massachusetts Department of Housing and Community Development, the Community Preservation funds appropriated for this purpose shall be unencumbered and returned to the following accounts, in accordance with Massachusetts General Law Chapter 44B, the Community Preservation Act:

\$150,000 Returned to the account reserved for affordable housing purposes

\$100,000 Returned to the account reserved for affordable housing purposes

(Community Preservation Committee)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

This article rescind CPA funds previously earmarked to be spent on specific affordable housing projects in prior ATM meetings to be transferred for use for affordable housing purposes.

ARTICLE 54. Red Acre Road Design Funds

To see if the Town will vote to appropriate and transfer the sum of Twenty-Five Thousand Dollars (\$25,000), or any lesser sum, from the Community Preservation Fund reserve for Affordable Housing purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, The Community Preservation Act, to be expended under the direction of the Stow Municipal Affordable Housing Trust, in consultation with the Community Preservation Committee, for services including compiling public input, site evaluation, conceptual designs,

layout, and renderings for the development of affordable housing on a parcel on Red Acre Road owned by the Trust (R-30-36), or take any other action relative thereto.

(Community Preservation Committee and Stow Municipal Affordable Housing Trust)

The Finance Committee will make a recommendation at the Town Meeting. It is not known if the passage of the article will increase expenditures.

ARTICLE 55. Rescind Design Funds for Assabet River Rail Trail on Track Road

To see if the Town will vote to rescind the vote on Article 3 of the 2010 November Special Town Meeting, design funds allocated for engineering of the Assabet River Rail Trail on Track Road, the Community Preservation funds appropriated for this purpose shall be unencumbered and returned to the following account, in accordance with Massachusetts General Law Chapter 44B, the Community Preservation Act:

\$46,000 Returned to the account reserved for open space and recreational purposes
(Community Preservation Committee)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

This article rescind CPA funds previously earmarked to be spent on the Rail Trail in prior ATM meetings to be transferred for use for other open space and recreational purposes.

ARTICLE 56. Pre-Engineering Services for Track Road

To see if the Town will vote to appropriate and transfer the sum of Seventy Thousand Dollars (\$70,000), or any lesser sum, from the Community Preservation Fund reserve for Open Space purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, The Community Preservation Act, to be expended under the direction of the Complete Streets Committee, in consultation with the Community Preservation Committee, for the creation of an existing conditions survey plan, conceptual design plans and incidental expenses related to pre-engineering services for conceptual design of a multi-use path along Track Road in Stow, or take any other action relative thereto.

(Community Preservation Committee, Complete Streets Committee, Planning Board,
Conservation Commission)

Summary

The purpose of this article is to gain survey and pre-engineering design options for the creation of a more accessible multi-use recreational path along Track Road in Stow. Funds will be used to hire a transportation consultant to identify environmental constraints and provide the Town with options for improving the functionality of Track Road as a recreational resource, while also balancing bike and pedestrian use with current vehicle access to Crow Island.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

ARTICLE 57. Playground at Town Center Park

To see if the Town will vote to appropriate and transfer the sum of Fifty Thousand Dollars (\$50,000), or any lesser sum, from the Community Preservation Fund reserve for open space and recreational purposes in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Recreation Commission, in consultation with the Community Preservation Committee, for the development of a playground at Town Center Park including installation, equipment, engineering and other costs or fees incidental thereto and apply for and accept such gifts and grants as may be available for reimbursement to the Town for these purposes, or take any other action relative thereto.

(Community Preservation Committee and Recreation Commission)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

ARTICLE 58. Design Funds for Stow Town Hall Restoration

To see if the Town will vote to appropriate and transfer the sum of Two Hundred Thousand Dollars (\$200,000), or any lesser sum, \$100,000 from the Community Preservation Fund reserve for Historic Preservation purposes and \$100,000 from the Community Preservation Unreserved Fund Balance in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Stow Town Hall Restoration Committee, in consultation with the Community Preservation Committee, for the purpose of completing Design Development and the generation of plans and specifications for construction bid documents, or to take any action relative thereto.

(Community Preservation Committee and Town Hall Restoration Committee)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

ARTICLE 59. COVID-19 Emergency Rental Assistance Fund

To see if the Town will vote to appropriate and transfer the sum of Three Hundred Thousand Dollars (\$300,000), or any lesser sum, from the Community Preservation Unreserved Fund Balance in accordance with the provisions of Massachusetts General Laws Chapter 44B, The Community Preservation Act, to be expended under the direction of the Stow Municipal Affordable Housing Trust (SMAHT), based on a written agreement between SMAHT and the Community Preservation Committee, for the sole purpose of temporarily assisting with rental payments for qualified individuals who have experienced loss of income due to the COVID-19 pandemic; or take any other action relative thereto.

(Community Preservation Committee, Stow Municipal Affordable Housing Trust)

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

ARTICLE 60. PFAS (Per and Polyfluoroalkyl Substances) Remediation Expenses

To see if the town will vote to borrow the sum of Two-hundred and Ninety Thousand Dollars (\$290,000) or any other sum for the purpose of hiring a Licensed Site Professional (LSP) to provide environmental due diligence, Massachusetts Contingency Plan (MCP) and other LSP related services necessary to address the release of per and polyfluoroalkyl substances (PFAS) that has been detected in several public and private supply wells in Stow, including any relevant professional and administrative support services; or take any other action relative thereto.

(Town Administrator)

The Finance Committee recommends approval of this article. Passage of the article increases expenditures.

ARTICLE 61. Nashoba Regional School District Feasibility Study

To see if the Town will approve an amount not to exceed One Million, Five Hundred Thousand Dollars (\$1,500,000) borrowing authorized by the Nashoba Regional School District, for the purpose of paying costs of a design and feasibility study for the purpose of a building/modernization project of Nashoba Regional High School, 12 Green Road, Bolton, MA 01740, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended at the direction of the Nashoba Regional High School Building Committee. The MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Study costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Study shall be as set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA.

(Nashoba Regional School District)

Summary:

In the spring of 2018, and again in 2019, the school district submitted a Statement of Interest (SOI) to the Massachusetts School Building Authority requesting state funds to address building conditions at Nashoba Regional High School. These SOIs outlined conditions at the school which needed to be corrected: an aged facility and infrastructure, and inadequate classroom space for current, required educational programming were itemized in detail. In December 2019, the NRSD was notified that the SOI was invited into a 270-day Eligibility Period. During this Eligibility Period, the district must meet deadlines for submitting additional documentation and obtain funding for a feasibility study, in order to qualify for the next step – project funding for design and construction. It is anticipated that the towns will ultimately be eligible for reimbursement for partial costs of the feasibility study and the design and construction. The

feasibility study will review in detail the conditions of Nashoba Regional High School, explore in detail the feasibility and cost of renovation or combined new/renovation, or new construction at the present location or another location, and present options and plans for the communities to review and discuss, before moving into the design/construction phase. The school district is asking for funding for the feasibility study not to exceed 1.5 million dollars.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

The Town will not be liable to pay the full \$1.5 million. It will be split according to enrollment but is guesstimate to be about \$500,000 for Stow.

ARTICLE 62. Town Election

To vote by ballot on June 27, 2020, postponed from May 22, 2020, at the Center School, 403 Great Road, in said Town of Stow the following officers and ballot questions. The polls are open from 10:00 a.m. – 4 p.m.

- One member of the Board of Selectmen for three years;
- One member of the Board of Selectmen for one year, of unexpired three-year term ending 2021;
- One member of the Board of Assessors for three years;
- One member of the Board of Health for three years;
- One member of the Planning Board for five years;
- One member of the Stow Housing Authority for five years;
- Two members of the Trustees, Randall Library for three years;
- Two members of the Nashoba Regional School District Committee for three years.

The Finance Committee recommends approval of this article. Passage of the article does NOT increase expenditures.

And you are directed to serve this warrant by posting copies attested by you calling same at the Town Building and at each of at least seven (7) other public places at least seven (7) days before the time of holding said meeting.

Hereof, fail not and make due return of the warrant with your doings thereon to the Town Clerk or Selectmen on or before the time of said meeting.

Given under our hands this 26th day of May in the year 2020.

BOARD OF SELECTMEN

James H. Salvie, Chair
Brian P. Burke
Cortni Frecha, Clerk
Thomas E. Ryan III

CONSENT CALENDAR PROCEDURES

As part of an effort to make our Town Meeting time more productive and save time for discussion of key issues, the Board of Selectmen and Moderator have implemented a procedure called the “Consent Calendar.”

Each year there are a number of warrant articles, for which past experience suggests that the **action will be routine, non-controversial and predictable**. Again at this annual meeting, these articles have been selected for inclusion in the Consent Calendar. The use of the Consent Calendar speeds the passage of warrant articles which the Selectmen and Moderator, in consultation with Town Counsel and the Finance Committee, believe should generate no controversy and can be properly voted without debate.

The consent calendar will be taken up as one of the first orders of business at the Annual Town Meeting.

There will be a motion to take all of the Consent Calendar articles identified in the warrant and **act upon these as a group by a single brief affirmative main motion**, referred to as the Consent Calendar, which will also contain separate and specific motions for each such article included in the Consent Calendar. The language and the amount of money specified in the Consent Calendar articles as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes.

At the motion of the Consent Calendar, the Moderator will call out the number of each of the articles, one by one. If any voter has doubt about passing any motion or wishes an explanation of any article included in the Consent Calendar, the voter should say the word “**Hold**” in a loud voice when the article number is called by the Moderator.

The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request is merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if this occurs the article will remain on the Consent Calendar. If the purpose of the request is to hold the article for debate, the article will be dropped from the Consent Calendar and restored to its original place in the warrant, to be brought up, debated, and voted on in the usual way. It is hoped that voters will remove articles from the Consent Calendar only in cases of genuine concern.

After calling the individual articles on the Consent Calendar, the Moderator will ask that all articles remaining be **passed as a unit** by a unanimous vote after a brief affirmative main motion is made inclusive of all articles remaining on the Consent Calendar.

Before Town Meeting, please review the Consent Calendar articles and proposed motions:

- The articles begin after Article 4 and are marked “(CONSENT CALENDAR)” in the upper right-hand corner of the article.
- The proposed motions for the Consent Calendar articles begin below.

Please do your homework before coming to Town Meeting. If you have any questions about the articles included in the Consent Calendar, motions or procedures, please feel free to call the Town Administrator (978-897-2927) **before Town Meeting.**

CONSENT CALENDAR MOTIONS

Move that the Annual Town Meeting take action on Articles 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31 and 32 as said motions are printed in the warrant, a copy of which has been provided to the voters at this meeting, without debate on any such articles, and provided that upon the request of any voter at this meeting made before the vote is taken on this motion, an article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course and order of business at this Town Meeting.

ARTICLE 5. Reserve Fund

Move to raise and appropriate the sum of Eighty Thousand Dollars (\$80,000) for a Reserve Fund for the fiscal year beginning July 1, 2020 (FY 2021).

ARTICLE 6. Revolving Fund for Inspection Fees

Move the Town vote to authorize, upon the recommendation of the Selectmen, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY 2021 to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2021, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services.

ARTICLE 7. Revolving Fund for Advanced Life Support Services

Move to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44, Section 53E-1/2 for FY 2021, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Ten Thousand Dollars (\$10,000) for FY 2021, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support ambulance services.

ARTICLE 8. SwiftReach 911 Notification System

Move to raise and appropriate the sum of Four Thousand Dollars (\$4,000) to be expended under the direction of the Chief of Police, for the purpose of paying for a town-wide telephonic emergency notification system known as SwiftReach Networks.

ARTICLE 9. Weights and Measures Testing

Move to raise and appropriate the sum of One Thousand Dollars (\$1,000) to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's Weights and Measures testing.

ARTICLE 10. Transfer to Conservation Fund

Move to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Two Thousand Three Hundred Fifty-Five Dollars (\$2,355.)

ARTICLE 11. Transfer from Wetlands Protection Fund

Move to appropriate and transfer from the Wetlands Protection Fund the sum of Two Thousand Three Hundred Thirty-Four Dollars and Fifty Cents (\$2,334.50) as an additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

ARTICLE 12. Addition to Conservation Fund

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to the balance remaining in the Conservation Fund.

ARTICLE 13. Update of Property Valuations

Move to raise and appropriate the sum of Forty-One Thousand Three Hundred Dollars (\$41,300) for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

ARTICLE 14. Town Records Binding and Repair

Move to raise and appropriate the sum of Two Hundred Dollars (\$200) to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk.

ARTICLE 15. Highway Road Machinery and Private Ways

Move to raise and appropriate the sum of Sixty-Five Thousand Dollars (\$65,000), and further move to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) for Highway Department purposes as set forth in the schedule below, to be expended by the Highway Department in performing its duties.

- | | |
|-----------------------------------|----------|
| 3. For the Road Machinery Account | \$65,000 |
| 4. For Repairs on Private Ways | \$15,000 |

ARTICLE 16. Highway Road Construction/Authorization to Expend State Funds (Chapter 90) for Public Ways

Move to appropriate from available funds (cash on hand) the sum of Two Hundred Eighty-Three Thousand One Hundred and One Dollars (\$283,101.00) from the FY 2021 Apportionment, for constructing, reconstructing, resurfacing, altering or making specific repairs upon all or portions of various Town ways, as requested by the Board of Selectmen, until reimbursed by the Commonwealth.

ARTICLE 17. Household Hazardous Waste Collection

Move to raise and appropriate the sum of Six Thousand Dollars (\$6,000) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for recycling of hazardous material and household hazardous waste collection by membership of the Devens Regional Household Hazardous Products Collection Center.

ARTICLE 18. Municipal Solid Waste Disposal

Move to raise and appropriate the sum of Five Hundred Dollars (\$500) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of renting a container and disposing of solid waste which has been dumped on Town land and roadsides.

ARTICLE 19. Public Health Nurse

Move to raise and appropriate the sum of Eight Thousand Six Hundred Dollars (\$8,600) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing public health nursing services, and communicable disease follow-up to Stow residents through the Nashoba Nursing Services.

ARTICLE 20. Stow Cultural Council

Move to raise and appropriate the sum of Five Thousand Five Hundred Dollars (\$5,500) to be added to any balance remaining from previous appropriations, to produce cultural activities and programming in Stow, including Four Thousand Dollars (\$4,000) of these funds to be used to support SpringFest activities

ARTICLE 21. Stow TV Expenses

Move to appropriate from the PEG Access and Cable Related Fund, the sum One Hundred Sixty Thousand Nine Hundred Forty-One Dollars and Thirty Cents (\$160,941.30) to be expended under the direction of the Local Access Channel Advisory Committee (LACAC) for the purpose of providing for equipment and operating expenses for Stow TV.

ARTICLE 22. Holiday Decorations and Lighting Fund

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be expended by the Highway Department, for the purpose of purchasing and installing holiday decorations and lights on municipal properties.

ARTICLE 23. Employee Educational Incentive Program

Move to raise and appropriate the sum of One Hundred Forty-Five Thousand Dollars (\$145,000), to be added to any balance remaining from any previous appropriation, to be expended by the Town Administrator for funding the Town's employee educational incentive program

ARTICLE 24. Audit of Financial Records

Move to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) for a Town financial audit.

ARTICLE 25. Transfer to OPEB Trust Fund Services

Move to raise and appropriate the sum of Two Hundred Thirty-Five Thousand Dollars (\$235,000), to be added to the OPEB (Other Post-Employment Benefits) Trust Fund.

ARTICLE 26. Transfer from MWPAT (Harvard Acres Wells) Loan Receipts

Move to appropriate and transfer from MWPAT (Harvard Acre Wells) Receipts, the sum of Fifty-Five Thousand Nine Hundred Fifty-Eight Dollars (\$55,958), as additional appropriation to the Debt Service line item, to be expended by the Treasurer-Collector for repayment of the MWPAT loan.

ARTICLE 27. Water System Expenses

Move to raise and appropriate the sum of Twenty-Six Thousand Dollars (\$26,000) to be added to any balance remaining from previous appropriations, to be expended by the Facilities Manager, for the purpose of paying expenses related to the operation of the Town's public water supply systems.

ARTICLE 28. Board of Selectmen's Small Purchases Fund

Move to raise and appropriate the sum of Five Thousand Dollars (\$5,000), to be added to any remaining balance, for the purpose of adding to an expense account for use by Stow's Board of Selectmen.

ARTICLE 29. Lake Boon Water Quality Remediation

Move to raise and appropriate the sum of Twelve Thousand Dollars (\$12,000), to be expended under the direction of the Lake Boon Commission, for the purpose of weed control.

ARTICLE 30. Planning Board Engineering/Consulting and Master Plan Expenses

Move to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to any balance remaining and previously appropriated for this purpose, to be expended by the Planning Board for Planning Board engineering/consulting services and master plan expenses.

ARTICLE 31. Community Preservation Expenses

Move to appropriate from FY 2021 Community Preservation Fund Annual Reserves the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2021, in accordance with a budget prepared for the Town Administrator.

ARTICLE 32. Community Preservation Reserves

Move to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2021 Community Preservation Fund Annual Revenues, for 10% allocation to reserve accounts in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects.

1. Preservation of Historic Resources	\$100,000
2. Preservation of Open Space	\$100,000
3. Affordable Housing	\$100,000



SPECIAL APPLICATION TO VOTE ABSENTEE / EARLY

FOR STOW, MA Annual Town Election, SATURDAY, JUNE 27, 2020 (Postponed from May 12, 2020)

DUE TO COVID-19 ALL REGISTERED VOTERS ARE ELIGIBLE & ENCOURAGED TO VOTE ABSENTEE/EARLY

Valid for Election: JUNE 27, 2020 **COMPLETE ONE FORM FOR EACH VOTER – REAL SIGNATURE REQUIRED**



Voter Information	As Appears on Voter Registration
	Name: _____
1	Legal Voting Residence: _____ STOW, MA 01775
	Date of Birth: _____ Phone Number: _____
	Email Address: _____

Ballot Information	Mail Ballot To: _____ <input type="checkbox"/> SAME AS ABOVE
2	

Special Circumstances (if applicable)	<input type="checkbox"/> Voter required assistance in completing application due to physical disability. Assisting Person's Name: _____
	Assisting Person's Address: _____
3	<input type="checkbox"/> The application is being made by a family member or house/roommate of the voter. Relationship to Voter: _____
	<input type="checkbox"/> Voter admitted to a healthcare facility after noon on the 5 th day before the election. Voter designates the following person to hand-deliver ballot: _____

Signed (under penalty of perjury): _____ Date: _____

Eligibility: EVERY registered voter in Stow, MA is eligible to request an absentee/early ballot for the 6/27/20 election.

Completing the Application

- Voter Information – Provide your name, legal voting address, and date of birth. Telephone and email are optional but very helpful in case we need to contact you about your application.
- Ballot Information: check "SAME AS ABOVE" OR provide the address where you want the ballot mailed.
- Special Circumstances: If applicable, check the appropriate box and complete the necessary information for person assisting voter, relationship to voter, or designated person to deliver ballot.
- Voter signs their name & fills in date. MUST BE A REAL SIGNATURE (not an electronic signature) Voter may authorize someone to sign their name in their presence – that person must complete the assisting person's information in Section 3.

Options for Submitting the Application to the Stow Town Clerk

- Mail application to Stow Town Clerk, 380 Great Road, Stow, MA 01775
- Email the application (pdf or picture file) to townclerk@stow-ma.gov
- Drop application off in the mail slot on the front door of the Stow Town Building at 380 Great Road.

REGISTRAR USE ONLY: We certify that the voter for whom this application is being made appears to be eligible to vote in the Annual Town Election on Saturday, June 27, 2020 from the address listed on the application.

